VERSION 8

inspiration®

User's Manual

Windows® | Macintosh®

Inspiration® SOFTWARE, INC

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Chapter 1: Getting started with Inspiration

Welcome to Inspiration® 8, the essential tool to visualize, think, organize and learn. Inspiration allows you to create a picture of your ideas or concepts in the form of a diagram. It also provides an integrated outlining environment to develop your ideas into organized written documents. Inspiration's combination of visual and linear thinking helps deepen understanding of concepts, increase memory retention, develop organizational skills and tap creativity.

When you work with visual representations of ideas, you easily see how one idea relates to others. Learning and thinking become active rather than passive. You discover where your deepest knowledge lies, and where the gaps in your understanding are. When you create a visual map of ideas, you can recall the details better than if you had read a paragraph. That's because you can see it in your mind.

If you have an idea that you want to expand, whether it's an idea for a written document or a plan to map out, Inspiration can help you organize your thoughts and save you time. Use the Diagram View to develop your ideas, gather research and make connections—in other words, to clarify your thinking.

Use Outline View to organize your ideas in a hierarchical form. Inspiration's outlining environment is perfect for creating structure for written documents, speeches and plans.

Learning Inspiration

Inspiration includes the following help resources and documentation:

Training videos

Inspiration includes on-demand training videos that show how to do specific tasks using Inspiration, including creating symbol libraries, using templates and more.

Note: To play a video, your computer must have QuickTime. To install QuickTime, choose **Get QuickTime** on the Inspiration **Help** menu.

To play a training video:

1. On the **Inspiration Starter**, click **Learn to Use**.

–or–

2. On the **Help** menu, choose **Learn to Use**.
3. Double-click **Training Videos** to see the list of available videos.
4. Select a video title in the list, then click **Open**.

Manuals and online Help

- *Inspiration Getting Started Guide*

  Each copy of Inspiration comes with a printed copy of the Inspiration Getting Started Guide. The guide contains system requirements, installation instructions, an introduction to Inspiration and a tutorial. The guide is also available as a PDF file, which you can view and print using Adobe Acrobat Reader. If your computer does not have Acrobat Reader, you can download a free copy from Adobe at www.adobe.com. To open the Getting Started Guide PDF file, choose Inspiration Documentation on the Help menu. Double-click Getting Started Guide.pdf.

- *Inspiration online Help*

  The Inspiration Help system contains detailed information about how to use Inspiration, including special features, tools and commands. To open the Help file, choose **Inspiration Help** on the **Help** menu. If the Help system is not available, you must install it using the Inspiration CD-ROM.

- *Inspiration User's Manual*

  The Inspiration User's Manual contains all the information in the Help system. The manual is available as a PDF file, which you can view and print using Adobe Acrobat Reader. If your computer does not have Acrobat Reader, you can download a free copy from Adobe at www.adobe.com. To open the User's Manual PDF file, choose **Inspiration Documentation** on the **Help** menu. Double-click User's Manual.pdf.

About Inspiration documentation and conventions

Inspiration documentation assumes you have a working knowledge of your computer and its operating conventions, including how to use a mouse and standard menus and commands. It also assumes you know how to open, save and close files. If you need to review these procedures, refer to the documentation that came with your computer.

Inspiration documentation has instructions for both Mac OS® and Windows-based computers. When the documentation instructs you to press a key or click a command on a menu, the Mac OS instructions appear first, and the Windows® instructions appear second. For example:

➢ On the **File** menu, choose **Quit** (Macintosh) or **Exit** (Windows).

–or–

➢ Hold down the **Command** key (Macintosh) or **Ctrl** key (Windows) and drag.

What's great in Inspiration 8!

Inspiration includes the following new features and enhancements:

More ways to engage and learn visually

Searchable symbols. Quickly find symbols to better express ideas and represent concepts by searching with keywords. Inspiration provides more than 1,000 symbols, plus access to more than 1 million additional symbols through Inspiration Web Resources.

To find a symbol, enter keywords in the box at the bottom of the Symbol palette, then click . Inspiration searches both the built-in symbol libraries and the online symbol collection, then displays the search results in the palette.

Video and sound integration. You can now insert and play multimedia, such as QuickTime® movies and MP3s, to create more engaging and informative projects.

- **Video**

  Enhance your diagrams with videos created in other programs. You can integrate video by creating custom video symbols.

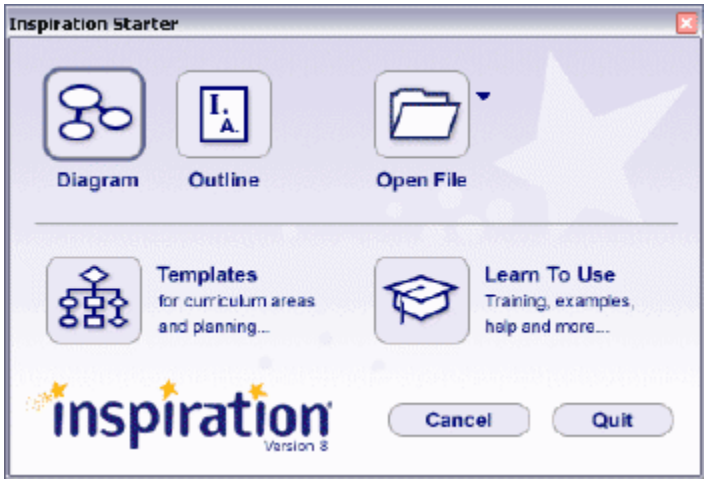
  Click on your diagram to select where you wish to insert a video file. On the Tools menu, choose Insert Video or Sound, then select Video. The first frame of the video is visible. To play the video, click the Video button .

- **Sound**

  To attach an audio file to a symbol or topic, choose Insert Video or Sound, then select Sound File. To play the attached sound, click the Audio Quick Control .

Jumpstart projects and research with ease

Starter screen. Begin projects quickly from the new Inspiration Starter screen. Create a new diagram or outline, continue work on a recent file or jumpstart any assignment with one of 120+ templates. You can also explore "how to" videos and curriculum resources by selecting Learn to Use.



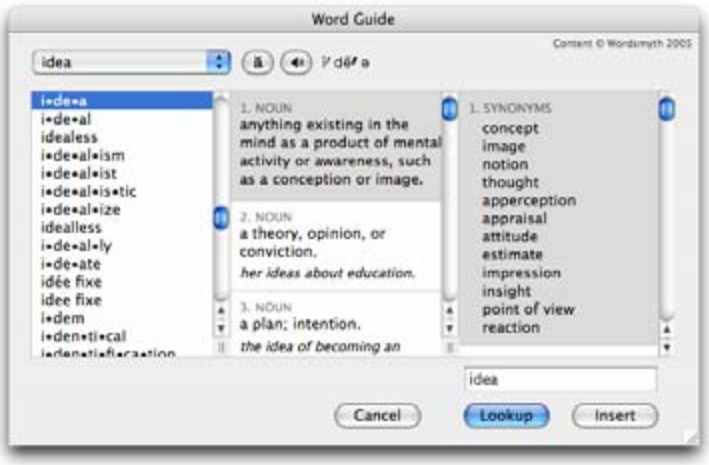
More templates. Start projects quickly with templates that offer frameworks for gathering information and organizing ideas. Choose from 65 templates that cover language arts, science, social studies, thinking skills and planning topics. An additional 60 templates are available through Inspiration Web Resources.

When creating templates with the Template Wizard, you can limit symbol libraries to focus learning. And, custom libraries can now be distributed with any template!

Powerful drag and drop capabilities. Inspiration 8 introduces familiar drag and drop actions that make research a snap. Quickly move text, images, video and sound files from other sources into your Inspiration projects. Drag and drop URLs—or files from your desktop—to create hyperlinks to important reference materials.

Write with more clarity and accuracy

Innovative Word Guide. The Word Guide helps you select words with precision while building vocabulary. This integrated dictionary and thesaurus links synonyms to specific definitions so word choices can be made with greater understanding.



To look up a word, select it and click the Word Guide button on the Main toolbar.

Auto spell check. Auto spell check streamlines the revision process by identifying misspelled words in the context of your document. A dashed red line designates misspellings, which are easily corrected with a single click.

More transfer options. When you're ready to finalize a written project, new Transfer tool options allow you to move just the information you need to your preferred word processor. For instance, transfer notes only, with no indention, to ready a report for finalization.

To select transfer options, click the Transfer button on the Main toolbar.

Inspiration Web Resources

Use Inspiration with an Internet connection to seamlessly access these additional complimentary resources:

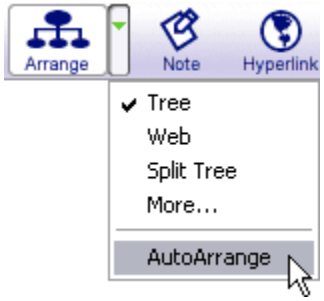
More than one million symbols. Students better demonstrate their understanding and communicate their ideas by including symbols in their projects. An online Inspiration symbol collection, containing more than one million illustrations and photographs, offers safe image choices for any topic.

50+ Curriculum Packets. Curriculum Packets help teachers effectively integrate visual learning techniques as they address multiple learning styles. Each comprehensive online Packet provides an integrated unit plan with multiple templates and exemplars. Each of the 50+ Packets offers standards-aligned supplemental instructional units for high-school level language arts, social studies or science.

On-demand training videos. Learn how to use Inspiration and complete projects efficiently with on-demand training videos. These online videos cover Inspiration's most commonly used features.

And more . . .

Arranges and changes. Organizing your work just got easier. Select an arrange style in one step with the new Arrange Options button on the Main toolbar, or click the Arrange button to open the enhanced Arrange dialog. Redesigned for greater clarity, the dialog provides more layout options and a preview window to guide your choices.



- **AutoArrange**

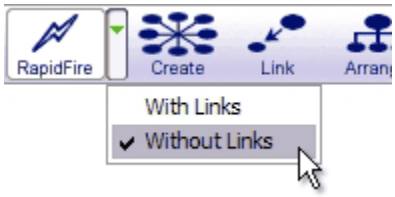
  Now you can effortlessly maintain the structure of your diagram and keep your ideas organized. AutoArrange automatically incorporates linked symbols into your chosen arrange style. To try it out, click the Arrange Options button on the Main toolbar then select AutoArrange.

  Note that when AutoArrange is on you can continue to move symbols to change their order of position.

- **Split Tree arrange**

  Choose the Split Tree arrange to organize your diagram across a left-right axis. To apply this arrange style, click the Arrange Options button then select Split Tree.

RapidFire® Without Links. Use the RapidFire Without Links tool when you want to brainstorm ideas first and create relationships later. To add a series of unconnected symbols, click the RapidFire Options button on the Main toolbar then choose Without Links.



New Template Wizard functions. The Template Wizard introduces a number of new options to customize the learning experience.

- **Template description**

  On the first screen of the Template Wizard, you can enter a brief description to help students understand a template's purpose and use.

- **Limit symbol libraries**

  Limit which symbol libraries are available for a specific project in order to remove distractions and focus learning. You can even limit access to the online symbol collection.

- **Save custom libraries**

  Enrich your templates with tailor-made symbols libraries. Custom libraries can now travel with a template, eliminating the need to load the libraries on each computer.

Export enhancements. All export types are now gathered in one convenient Export dialog. Each screen includes a preview window which clearly illustrates your options.

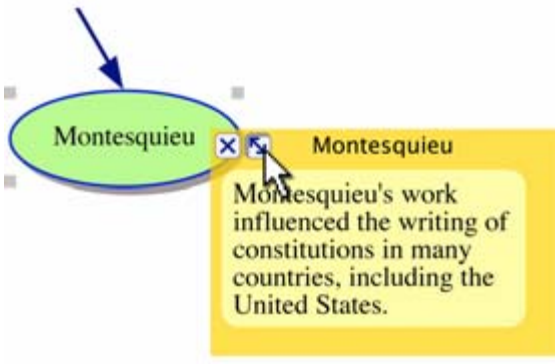
Among the new features:

- The Site Skeleton® export includes symbol images, automatically adding visual elements to your web pages.
- The HTML exports create links to your multimedia files.
- Additional options in the word processor export let you save just the information you need.

To export your work, select Export on the File menu.

Smart Checklist. Let Inspiration take care of tracking your progress when you use checklists. Turn Smart Checklist on—now when you check a topic, all of its subtopics are automatically checked; check all of the subtopics beneath a topic, and the topic is checked. To use Smart Checklist, on the Tools menu make sure Show Checklist is on, then select Smart Checklist.

Note resize button. Can't see all the text in a note? Too much wasted space? Simply click the Resize button and the note will automatically size to fit the text.


Montesquieu
Montesquieu
Montesquieu's work influenced the writing of constitutions in many countries, including the United States.

Fit to Window button. See all of your diagram at the click of a button. The Fit to Window button adjusts the zoom so your entire diagram is sized nicely on screen.

Expanded Formatting toolbar. Inspiration 8 puts more tools at your fingertips! Change link style, arrow direction and line thickness using handy controls on the Formatting toolbar.

Customer service

Inspiration Software, Inc. is committed to assisting our customers. If you have comments, questions or need assistance while working with Inspiration, you can contact us by email, telephone or fax. You can also connect directly to Inspiration Technical Support by choosing Help on the Web on the Help menu.

Inspiration Software, Inc. provides customer service and technical support for registered users. Be sure to register so you can take advantage of our support services.

When you contact us, please be ready to provide your serial number. Our support services are open Monday-Friday from 8 a.m. to 5 p.m. Pacific time.

Telephone 503-297-3004

Fax 503-297-4676

Email techsupport@inspiration.com

Starting Inspiration

After you have your copy of Inspiration installed and personalized, you're ready to get to work. Here's how you open Inspiration.

To start Inspiration on a computer running Windows:

- Click the **Start** button, point to **Programs**, then click **Inspiration 8**.

To start Inspiration on a Macintosh computer:

- Open the folder that contains Inspiration, then double-click the Inspiration icon.

About the Inspiration Starter screen

When you start Inspiration, the Inspiration Starter screen appears. The Inspiration Starter is a handy way to begin a new document or open your files, templates, view training videos and more.

Click . . .	**. . . to**
Diagram	Begin a new diagram.
Outline	Begin a new outline.
Templates	View and choose from the list of templates.
Open File	Open an existing document. Click to view and select from the list of recently opened files.
Learn to Use	View and choose from the list of learning resources, including documentation and training videos.

Quitting Inspiration

1. On the **File** menu, choose **Quit** (Macintosh) or **Exit** (Windows).

   If you've made changes to your document, Inspiration asks if you want to save those changes.

2. Click **Yes** to save your changes and quit Inspiration.

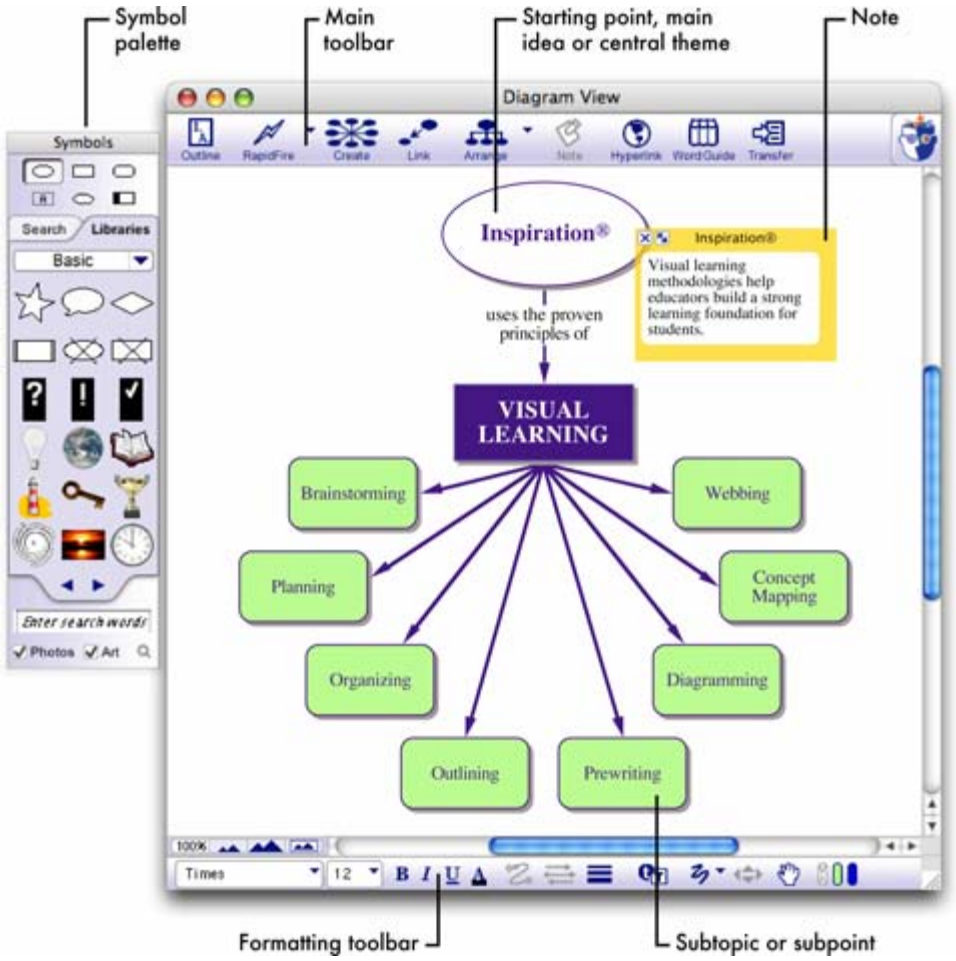
About the Inspiration Views

Inspiration has two views or environments: Diagram View and Outline View. As you work, both keep track of your ideas. Sometimes you will work exclusively in Diagram View to create a graphic organizer or a map showing how ideas or concepts relate. Other times you will work in Outline View where you might organize and write a report.

Diagram View

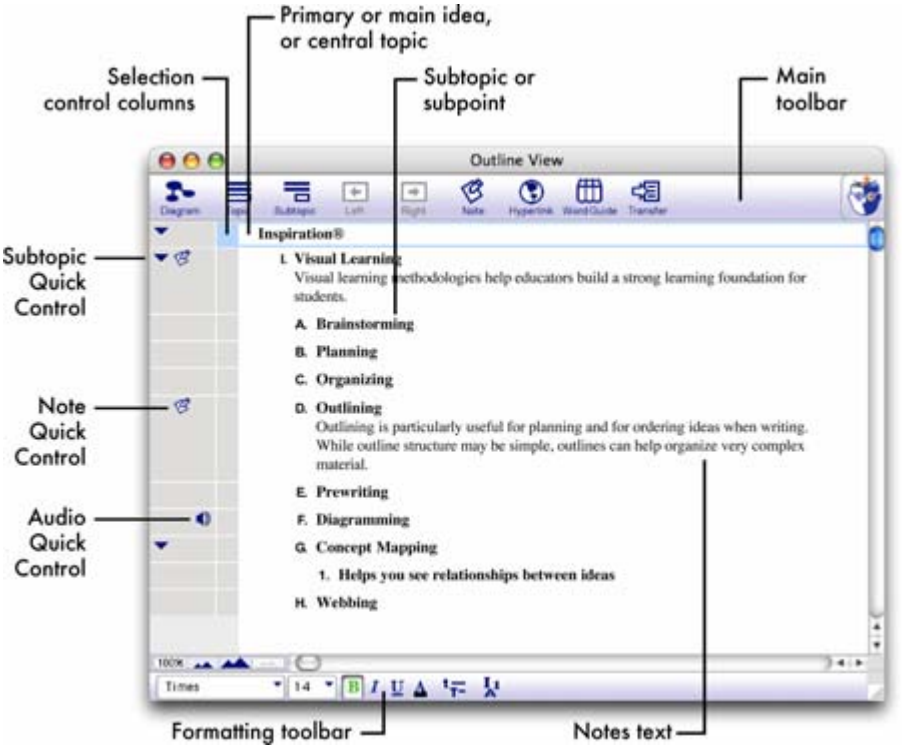
You can use Diagram View to create a diagram or a map that shows the relationship between ideas or concepts.

Here's what Diagram View looks like:



Outline View

You can use Outline View to create an outline of your ideas or to organize and write a report. Here's what Outline View looks like:


Primary or main idea, or central topic
Selection control columns
Subtopic or subpoint
Main toolbar
Outline View
Subtopic Quick Control
Note Quick Control
Audio Quick Control
Inspiration®
I. Visual Learning
Visual learning methodologies help educators build a strong learning foundation for students.
A. Brainstorming
B. Planning
C. Organizing
D. Outlining
Outlining is particularly useful for planning and for ordering ideas when writing. While outline structure may be simple, outlines can help organize very complex material.
E. Prewriting
F. Diagramming
G. Concept Mapping
1. Helps you see relationships between ideas
H. Webbing
Formatting toolbar
Notes text

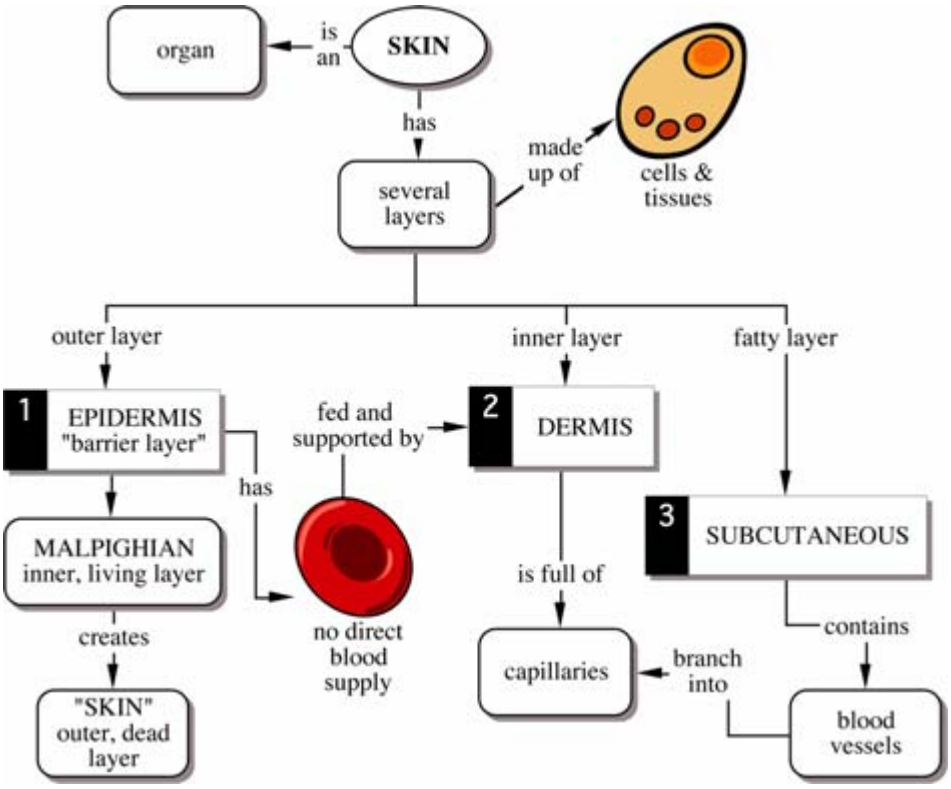
Uses of diagrams

In Inspiration you can create many types of diagrams. It doesn't matter if you're comparing literary novels, looking at cause and effect or developing your understanding of a complex concept. The kind of diagram you create in Inspiration depends on the idea you want to develop. The following are some of the different types of diagrams you can easily build using Inspiration.

Concept map

A concept map is a hierarchical diagram used to represent a set of concepts beginning with the most general or most important and then working down to more specific detail. Key concepts are connected by links that have descriptive words on them explaining the relationship between the concepts.

Concept maps are often used to illustrate scientific or historical concepts or for other types of knowledge mapping.

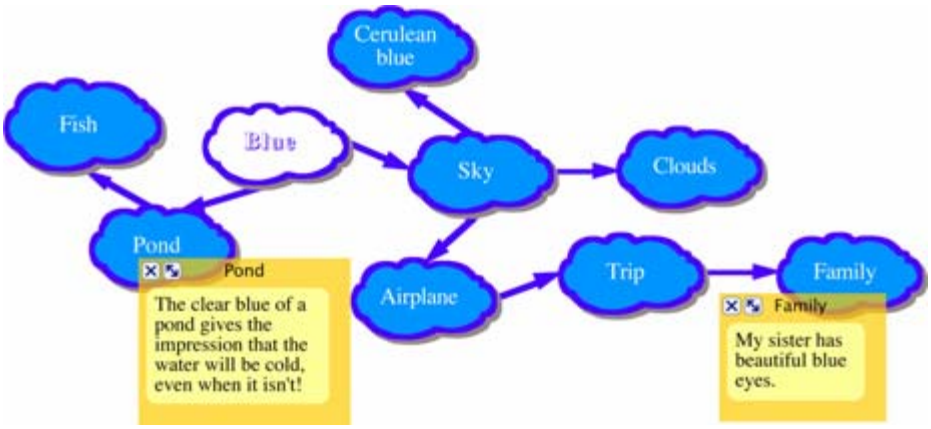


The *Skin* diagram is an example of a concept map.

Idea map

You can use an idea map to brainstorm ideas and develop thoughts. An idea map starts with a main idea or problem in the middle of the screen. You record ideas associated with the main idea in symbols that radiate out from the main idea. The symbols connect to the main idea with links. Subtopics or specific details are then added to those ideas. You let the ideas flow and then step back and look at main themes, patterns or possible solutions.

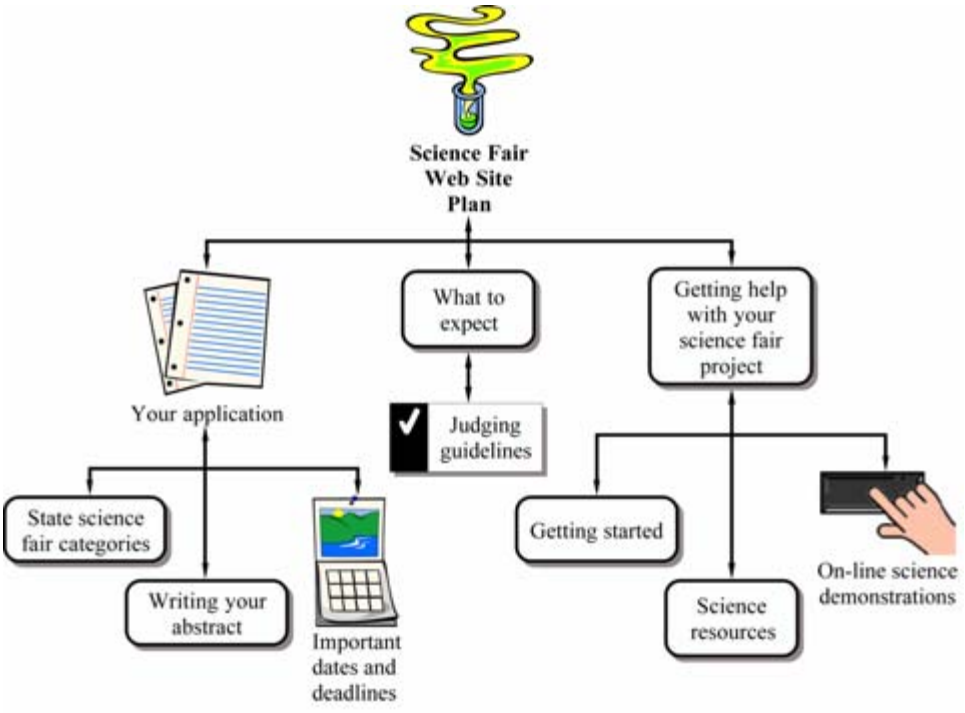
Idea maps can be used for individual or group brainstorming, planning, problem solving and report writing.



The *Blue* diagram is an example of an idea map.

Storyboard

A storyboard is a visual way to organize projects such as multimedia presentations or the design of a web page. A storyboard helps you plan what you're going to say and show, and figure out what ideas belong at the beginning, middle and end. In a storyboard, each symbol can represent a different slide, screen or page.

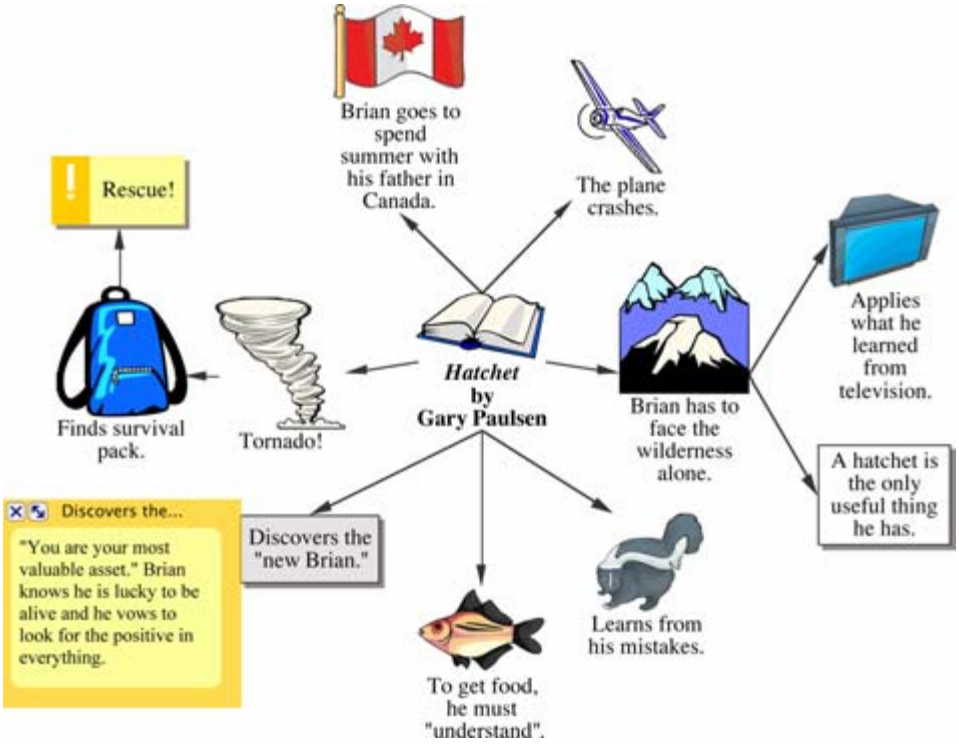


The *Web Site Design Fair* diagram is an example of a storyboard.

Web

A web is a visual map that shows how different bits of information relate to each other. A web has a main idea or core concept at the center, with different categories of information connected to it. Ideas, facts and information are connected to the categories to support them.

Webbing is particularly useful when you're analyzing a story or brainstorming ideas for a plan or written report.


Brian goes to spend summer with his father in Canada.
The plane crashes.
Rescue!
Finds survival pack.
Tornado!
Hatchet by Gary Paulsen
Brian has to face the wilderness alone.
Applies what he learned from television.
A hatchet is the only useful thing he has.
Discovers the...
"You are your most valuable asset." Brian knows he is lucky to be alive and he vows to look for the positive in everything.
Discovers the "new Brian."
To get food, he must "understand".
Learns from his mistakes.

The *Hatchet* diagram is an example of a web.

Uses of outlines

When you make an outline, you create a hierarchical structure for your ideas. An outline helps you organize written documents, speeches or plans by providing a framework for your ideas and by letting you order the flow of information.

You will find outlining particularly useful for planning and structuring information when writing. While the structure of an outline is simple, outlines can help you organize very complex material.

Outlining

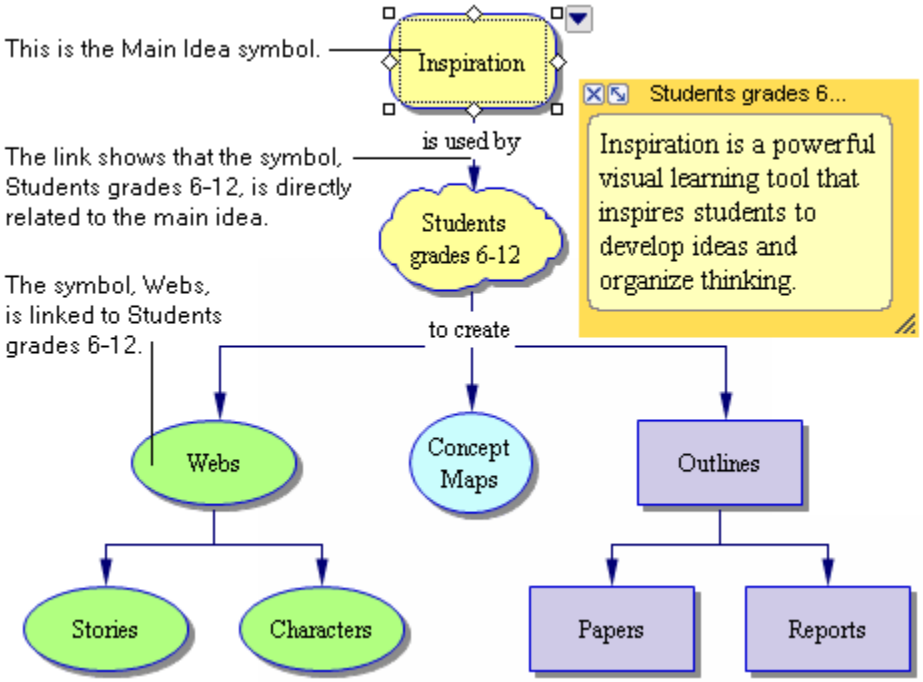
I. **Definition**
   An outline is like a jigsaw puzzle; you are working to fit pieces of information together into a cohesive picture.
   - A. **Summary or synopsis of information**
   - B. **An organizational pattern or schematic summary of ideas**

II. **Hierarchical form**
   - A. **Supporting details are arranged beneath more important ideas**
     1. **See relationships among ideas**
     2. **Ideas are more supportive in nature as outline branches out**
   - B. **Display organization of ideas**
     1. **Show areas where you need additional details to support main topics**
     2. **Point out areas which have too much emphasis and need to be trimmed to avoid imbalance**
     3. **Make clear what information is not relevant to your topic**

III. **Uses**
   - A. **Map out chronology**
   - B. **Show cause and effect relationships**
   - C. **Clarify processes**
   - D. **Expound logic**

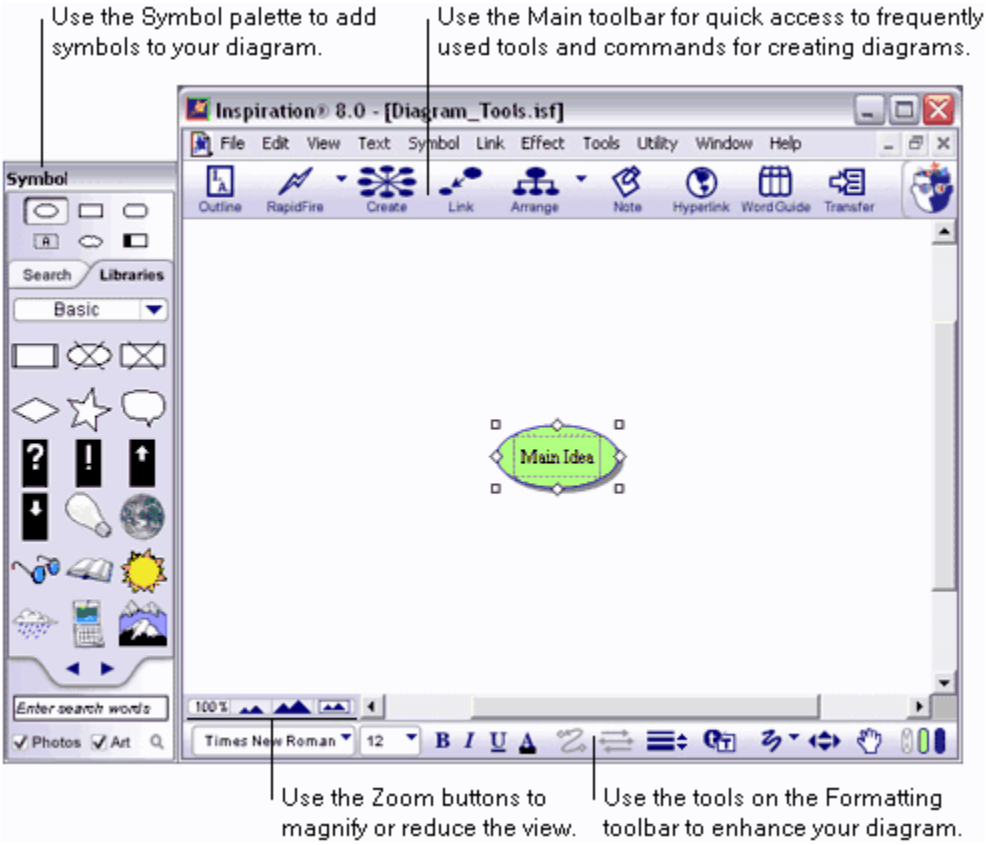
Chapter 2: Creating a diagram

When you create a diagram using Inspiration, you use symbols to represent your ideas. As you get your ideas down in visual form, it becomes easier to see how you want the ideas to relate to each other. Use links—lines that connect symbols—to show flow and the relationships between ideas and concepts.


This is the Main Idea symbol.
Inspiration
Students grades 6...
Inspiration is a powerful visual learning tool that inspires students to develop ideas and organize thinking.
is used by
The link shows that the symbol, Students grades 6-12, is directly related to the main idea.
Students grades 6-12
The symbol, Webs, is linked to Students grades 6-12.
to create
Webs
Concept Maps
Outlines
Stories
Characters
Papers
Reports

Tools for creating diagrams

Inspiration gives you lots of different tools to make it easy for you to capture and organize your ideas in diagrams. In Diagram View, you have two toolbars: the Main toolbar and the Formatting toolbar. There are also over 1,100 symbols that come with Inspiration. The Symbol palette displays the libraries where you select symbols to put in your diagram.


Use the Symbol palette to add symbols to your diagram.
Use the Main toolbar for quick access to frequently used tools and commands for creating diagrams.
Inspiration® 8.0 - [Diagram_Tools.isf]
File Edit View Text Symbol Link Effect Tools Utility Window Help
Outline RapidFire Create Link Arrange Note Hyperlink WordGuide Transfer
Symbol
Search Libraries
Basic
Enter search words
Photos Art
Main Idea
100%
Times New Roman
12
Use the Zoom buttons to magnify or reduce the view.
Use the tools on the Formatting toolbar to enhance your diagram.

The Main toolbar in Diagram View

The Main toolbar appears at the top of the screen. It offers quick access to frequently used tools and commands for creating diagrams.

Click . . .	. . . to do this
	Go to Outline View.
	Enter linked ideas quickly. Click to select RapidFire options.
	Add a new, linked symbol in a horizontal, vertical or diagonal direction.
	Create a link between two symbols.
	Arrange a diagram into selected layouts. Click to select Arrange options.
	Add or edit a note attached to a symbol.
	Create a hyperlink to another item such as a web site or file.
	Lookup definitions, synonyms and antonyms and learn the pronunciations of words.
	Transfer a diagram or outline to a word processor.
	Listen to the computer read the content in a document.

The Formatting toolbar in Diagram View

The Formatting toolbar has tools for formatting text, symbols and links; Draw tools for creating symbols or enhancing a diagram with graphics or text you do not want to appear in Outline View; and tools that enable you to position the diagram on the page and position symbols precisely.

Use this . . .	. . . to do this
Font	Change the font.
Text Size	Change the text size.
Bold	Apply bold formatting to text.
Italic	Italicize text.
Underline	Underline text.
Text Color	Change the color of text.
Link Style	Change the style of a link.
Arrow Direction	Change the direction of the arrows on a link.
Line Thickness	Change the line thickness of a symbol or link.
Defaults	Set defaults to those of the current selection, or apply defaults to the current selection.
Draw	Turn on the selected Draw tool. Click to select a different tool.
Nudge	Move a symbol or draw object up, down, left or right one pixel at a time.
Position	Position the diagram on the page.
Fill Color and Line Color	Change the fill color or line color of a selected symbol, draw object link or note. Click to revert to the selection's original colors.

The Symbol palette

Inspiration comes with libraries containing more than 1,100 symbols. The symbols are organized into categories and libraries. You can display each library one at a time, so you can see the symbols in each one.

You can choose from the library symbols, and you can add your own symbols to the libraries. If you can't find the symbol you are looking for, you can search the Inspiration libraries on your computer and the online symbol collection using the Search tab on the Symbol palette.

- To browse the libraries on the Symbol palette, click the **Next Library** button or the **Previous Library** button .
- To go to a specific library, click the **Libraries** tab. Click the **Select Library** button , select a category, then select a library.
- To find a specific symbol, type a word or words describing the symbol you are looking for in the box at the bottom of the palette, then click the **Find** button . For more information, see Searching for symbols on page 36.

Adding symbols

You choose the way you build your diagram. You might want to add all your main topics first, then expand each of them. Or you might want to add the main topic and expand it with related topics before continuing to another main idea.

Entering your main idea

When you click Diagram on the Inspiration starter screen, a new untitled diagram with a Main Idea symbol appears.

- The text "Main Idea" is selected. Simply start typing to enter your idea into the Main Idea symbol.

Now you're ready to add topics that expand or explain your main idea.

Using the RapidFire tool to add ideas quickly

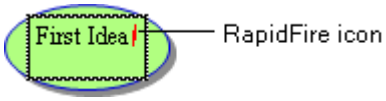
You can use the RapidFire tool to add a series of ideas that are connected to a symbol (RapidFire With Links option) or to add a series of unconnected ideas (RapidFire Without Links option). The advantage of using the RapidFire tool is that you can concentrate on adding the ideas rather than creating symbols one at a time.

After you select a RapidFire option, you can click the RapidFire button to enter ideas using the selected option.

To add linked symbols using the RapidFire tool:

1. Select the symbol to which you want to add the linked symbols or click the background of the diagram.
2. Click the **RapidFire Options** button, then select **With Links.**

   The RapidFire icon appears in the symbol to show you the tool is turned on.

3. Enter an idea, then press **Return** (Macintosh) or **Enter** (Windows) after each idea.

   Your ideas appear as symbols on the diagram. The ideas progress around the symbol where you started in a clockwise direction.
4. To turn off the RapidFire tool, click the **RapidFire** button or click the background of the diagram.

To add unconnected symbols using the RapidFire tool:

1. Click the **RapidFire Options** button, then select **Without Links.**

2. Enter an idea, then press **Return** (Macintosh) or **Enter** (Windows) after each idea.

   Your ideas appear as unconnected symbols on the diagram.

3. To turn off the RapidFire tool, click the **RapidFire** button or click anywhere on the background of the diagram.

Using the Create tool to add a linked symbol in any direction

You can use the Create tool to add a linked symbol in any direction. The symbol appears in the direction you choose.

To use the Create tool to add a linked symbol in any direction:

1. Select the symbol to which you want to connect the new symbol.
2. On the **Main** toolbar, click the point on the **Create** button that aims in the direction where you want to add the new symbol.

   Each point on the button works like a separate tool. Position the cursor over the one you want to use, then click. The new symbol appears on your diagram connected to the selected symbol in the direction you chose. The new symbol is selected and ready for you to enter an idea.

3. Enter your idea in the symbol.

You can now add another symbol to the one you just created or select another symbol in the diagram and repeat the process described above.

Using point and type to add an unconnected idea

To add an idea quickly, click where you want to add the idea and begin typing. Inspiration automatically creates a symbol to hold your text. In Outline View, the unconnected idea appears at the main idea level.

To use point and type to add an unconnected idea:

- Click an open space in the diagram where you want to add the idea, then type.

  The unconnected symbol appears where you entered your idea.

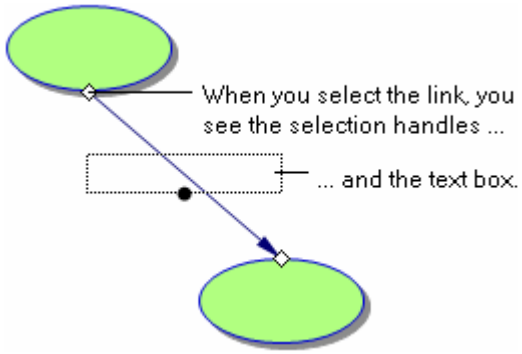
Note: You can link the unconnected symbol to another symbol at any time. For information, see Connecting ideas using links on page 37.

Inserting a symbol between linked symbols

While working on your diagram you may decide to add a symbol between two linked symbols you've already created. The Insert Symbol on Link command lets you do this quickly, adding a new linked symbol between the original two.

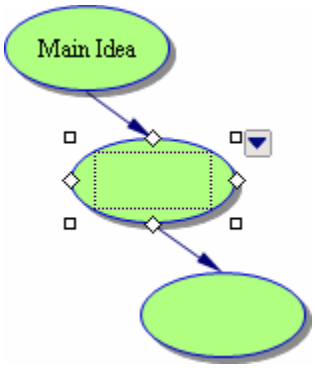
To insert a symbol between linked symbols:

1. Select the link that connects the two symbols.



2. On the **Symbol** menu, choose **Insert Symbol on Link**.

   The new symbol appears linked to both of the original symbols.



3. Enter your idea in the new symbol.

For information about moving symbols, see Moving symbols on page 37.

Using Command (Ctrl) to add a linked symbol

You can use a keyboard command to add linked symbols to a selected symbol. This command lets you control where your symbols are located. For a complete list of keyboard shortcuts, see Using keyboard shortcuts on page 179.

To use Command (Ctrl) to add a linked symbol:

1. Select the symbol to which you want to add a linked symbol.
2. Hold down the **Command** key (Macintosh) or **Ctrl** key (Windows), then click where you want to place the new symbol.
3. Enter your idea in the new symbol.

   –or–

   Without entering any text, continue to add symbols by selecting a symbol, holding down **Command** (Macintosh) or **Ctrl** (Windows), then clicking where you want the new symbol to appear.

Using Command (Ctrl) to add an unconnected idea

You can use the Command key (Macintosh) or the Ctrl key (Windows) to add an unconnected symbol in any location.

To use Command (Ctrl) to add an unconnected symbol:

1. Make sure no symbol is selected.
2. Hold down the **Command** key (Macintosh) or the **Ctrl** key (Windows), then click where you want to place the symbol.
3. Enter your idea in the symbol.

You can also use point and type to add an unconnected symbol. For more information, see Using point and type to add an unconnected idea on page 33.

Adding symbols using the Symbol palette

Inspiration comes with over 1,100 colorful, high-resolution symbols, including several hundred multicolor, photo-quality and animated symbols. In addition to the libraries that come with Inspiration, you can use the symbols in the online symbol collection. It is easy to find symbols using the Search tab on the Symbol palette.

Using the Symbol palette to add a symbol

➢ Drag the symbol from the **Symbol palette** onto the diagram.

–or–

Click where you want the symbol to appear, then click the symbol on the **Symbol palette**.

Note: You can link an unconnected symbol to another symbol any time. For more information, see Connecting ideas using links on page 37.

Searching for symbols

When you search for symbols, Inspiration searches the Inspiration libraries on your computer and the online symbol collection. Custom libraries are not searched. To search the online symbol collection, the Online Access option must be selected in Preferences. For more information, see Turning access to online resources on or off on page 175.

Note: In Diagram View, you can turn off the symbol searching feature for a specific document using the Template Wizard. For more information, see Working with templates on page 134.

To search for symbols:

1. In the box at the bottom of the Symbol palette, type a word that describes the symbol you are looking for, for example "dog."
   - You can enter one word or a phrase up to 256 characters.
   - Inspiration only returns symbols that contain all of the keywords you searched for. For example, to search for symbols containing a dog and a cat, enter "dog cat." Inspiration automatically searches for all symbols containing a dog and a cat.
   - To limit the search, enter the minus sign and a keyword. For example, to search for symbols containing a dog and a cat but not a mouse, enter "dog cat -mouse."
   - To search for animated symbols only, enter "animated" with your keywords.
2. To refine your search, select from the following options:
   - To search for clipart symbols, check the **Art** checkbox.
   - To search for photographic symbols, select **Photo**.
3. Click the **Find** button .

Changing a symbol shape

➢ Select the symbol, then click a symbol on the **Symbol palette**.

Selecting symbols

To select a symbol:

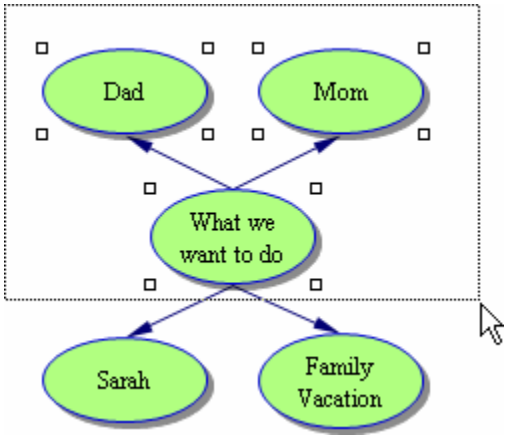
- Click the symbol.

To select multiple symbols:

- Hold down the **Shift** key, then click each symbol.

  –or–

  If the symbols are next to each other, you can drag the cursor across the symbols until the marquee appears around them.



Moving symbols

As you're building your diagram, you will often want to move a symbol to another location. One of the simplest ways to move symbols around on your diagram is to drag them. You can select one symbol or multiple symbols.

To move a symbol:

- Select the symbol, then drag it to the new location.

You can also move selected symbols one pixel at a time. For more information, see Positioning an object precisely using the Nudge tool on page 83.

Connecting ideas using links

Links show the relationships and connections between ideas. When you use the RapidFire With Links tool or the Create tool, your ideas are automatically linked. You can also create your own links, change the point where a link connects to a symbol, add text to a link, and move the text on a link.

Connecting ideas using the Link tool

As you are working, you can use the Link tool to quickly create links between symbols.

To connect ideas using the Link tool:

1. On the **Main** toolbar, click the **Link** button.

2. Select the symbol where you want the link to begin.

   The cursor looks like this .

3. Select the symbol where you want the link to end.

   The link appears and the arrowhead points to the second symbol you selected.

4. To continue creating links between symbols, repeat steps 2-3.

5. To turn off the Link tool, click the **Link** button, or click the background of the diagram.

For information about changing a link's connection, see Changing a link's connection point on page 39. For information about adding text to a link, see Labeling the connections between ideas on page 39.

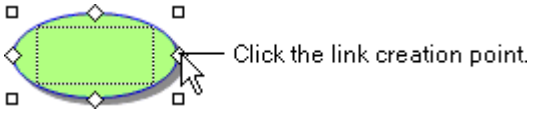
Connecting ideas using link creation points

A symbol has four diamond-shaped link creation points. You can create a link quickly by clicking a link creation point on the symbol where you want the link to begin, then clicking a connection point on the symbol where you want the link to end.

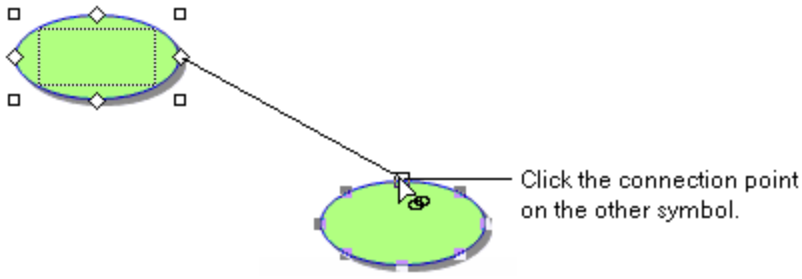
To connect ideas using a link creation point:

1. Select the symbol where you want the link to begin.

2. Click a link creation point.



3. On the other symbol, click the connection point where you want the link to end.



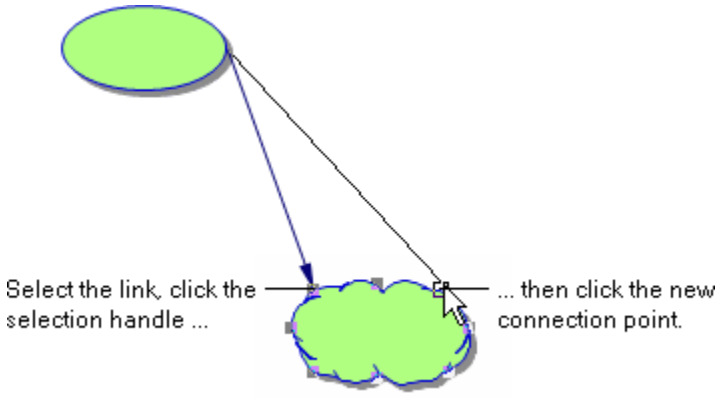
Tip: A symbol can have 8 or 32 connection points. To show 32 connection points, choose **32 Link Connection Points** on the **Link** menu. Or, hold down the **Command** key (Macintosh) or **Ctrl** key (Windows) as you create the link.

Changing a link's connection point

You can use the selection handle at either end of a link to change a link's connection point.

To change a link's connection point:

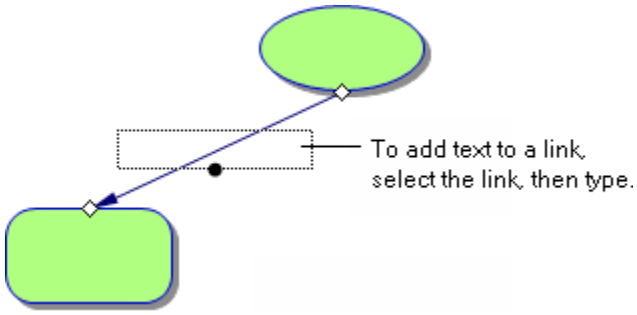
1. Select the link.
2. Click the selection handle at the end of the link, then click the new connection point.



Tip: A symbol can have 8 or 32 connection points. To show 32 connection points, choose **32 Link Connection Points** on the **Link** menu. Or, press the **Command** key (Macintosh) or **Ctrl** key (Windows) at the same time you change the link's connection.

Labeling the connections between ideas

Each link has a text box that appears when the link is selected. You can enter text to describe the link connection.



To label the connection between ideas:

- Select the link, then type.

To edit the text on a link, select the link, then click in the text area.

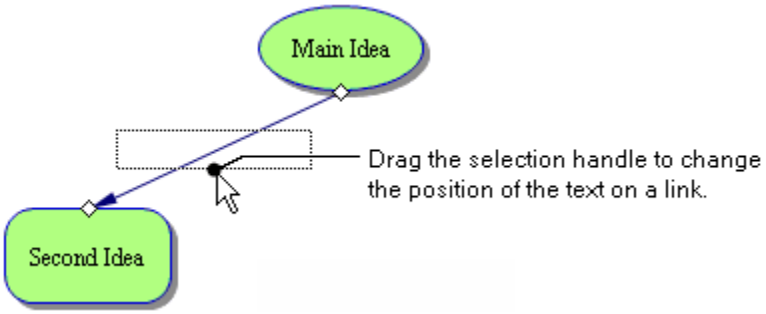
Moving the text on a link

After you add text to a link, you can move the text to a specific location along the link.

To move the text on a link:

1. Select the link

   The text box is displayed, and a selection handle appears beneath the text.



2. Drag the selection handle to move the text along the link.

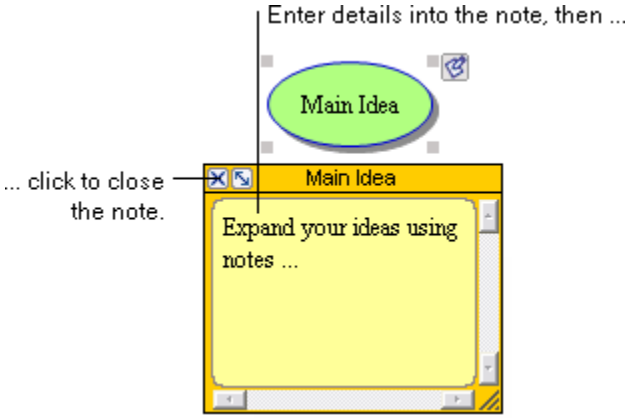
Adding notes to a diagram

For each symbol in a diagram, a note is available. Notes allow you to expand your ideas and actually begin the writing process while continuing to work in the visual format. Notes are flexible. You can choose to keep a note attached and move it with its symbol, or detach it from its symbol and place it anywhere on the diagram.

To add a note to a symbol:

1. Select the symbol.
2. On the **Main** toolbar, click the **Note** button.

3. Enter your text into the note.



4. Click ☒ to close the note.

For more information about showing and hiding notes, see Showing or hiding notes in a diagram on page 46. For information about moving a note, see Detaching or attaching a note in a diagram on page 69.

Creating an outline from a diagram

After you have your ideas in a visual format, you can easily create an outline from your diagram by switching to Outline View. Here, you can continue to develop your information in a written form. Changes you make in Outline View are automatically made in Diagram View and vice versa.

To create an outline from a diagram:

➢ On the **Main** toolbar, click the **Outline** button.

–or–

On the **View** menu, choose **Outline**.

Chapter 3: Working with the diagram

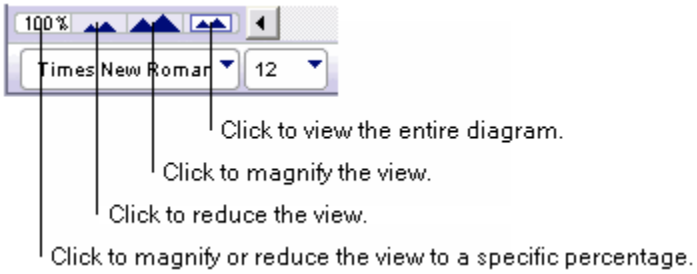
After you have some of your ideas down, and you begin to make connections and add links, you can organize and rearrange your diagram.

Viewing your diagram as you work

Inspiration gives you many different ways to view your diagram.

Magnifying or reducing the view of a diagram

When you want to reduce the size of the document in the window, zoom out. When you want to magnify the document, zoom in. You can zoom in or out to a specific percentage. You can also fit the entire diagram into the window. Use the buttons in the lower left of the window to zoom in or out.


100 %
Times New Roman
12
Click to view the entire diagram.
Click to magnify the view.
Click to reduce the view.
Click to magnify or reduce the view to a specific percentage.

Note: Zooming in and out does not change the actual size of the document, only the magnification at which you see it. To scale symbols, see Resizing a symbol on page 62.

Zooming in

➢ Click the **Zoom In** button in the lower left of the window.

–or–

On the **View** menu, choose **Zoom In**.

Zooming out

➢ Click the **Zoom Out** button in the lower left of the window.

–or–

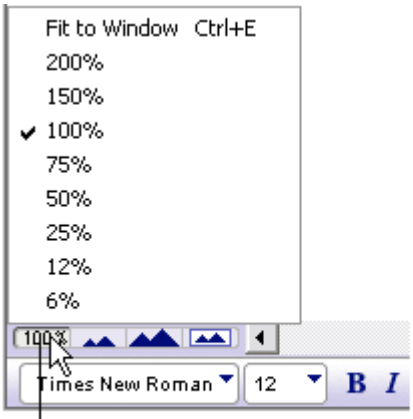
On the **View** menu, choose **Zoom Out**.

Zooming to a specific percentage

➢ Click the **Change Zoom Level** button in the lower left of the window, then select a percentage.

–or–

On the View menu, choose **Zoom**, then select a percentage.



Click the Change Zoom Level button, and then select a percentage to magnify or reduce the view.

Fitting the entire document into the window

➢ Click the **Fit to Window** button in the lower left of the window.

–or–

On the **View** menu, choose **Zoom**, then select **Fit to Window**.

Selecting objects in the diagram

You can select symbols, links, notes, draw objects and imported graphics and video symbols.

To select one object:

➢ Click it.

To select multiple objects:

➢ Hold down the **Shift** key, then click each object.

–or–

If the objects are next to each other, you can drag the cursor across the symbols until the marquee appears around them.

Positioning the diagram in the window

Sometimes you want to position the diagram in the window so you can see parts of it more easily. The Position tool makes it easy to move the diagram around within the window.

To position the diagram in the window:

1. On the **Formatting** toolbar, click the **Position** button .
2. Drag the diagram in the direction you want.
3. Click the **Position** button to turn it off.

Tip: You can also hold down **Command**+**Option** (Macintosh) or **Ctrl**+**Alt** (Windows) and drag to move the diagram in the window.

Hiding parts of the diagram

You may want to single out an idea or concept so you can develop it more completely. To do that, it may be helpful to show only that portion of your diagram.

To hide all but a selected part of the diagram:

1. Select the symbol you want to show.
2. On the **View** menu, choose **Focus In**.

   The symbol and its subtopics show on the screen. The rest of the diagram is hidden.
3. To view the complete diagram again, on the **View** menu, choose **Focus Out**.

The whole diagram reappears.

Scrolling to a selected object

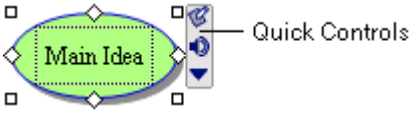
If you have scrolled away from a selected object in a diagram, you can easily return to it and center it in the window.

To scroll to and center a selected object in the window:

- On the **Edit** menu, choose **Scroll to Selection**.

Showing or hiding Quick Controls in a diagram

Depending on your project, you may want to display the Quick Controls for notes, audio and subtopics in different ways.



To show or hide Quick Controls:

1. On the **View** menu, choose **Quick Controls**.
2. Do one of the following:

   To show Quick Controls for selected symbols only, select **Show on Selection**.

   –or–

   To show Quick Controls for all symbols at all times, select **Always Show**.

   –or–

   To hide Quick Controls, select **Never Show**.

Showing or hiding subtopics in a diagram

After you add subtopics to symbols in your diagram, you can show or hide subtopics for individual symbols and you can show or hide all subtopics in the diagram.

To show subtopics for a symbol:

1. Select the symbol.
2. Click the **Subtopic Quick Control** .

   –or–

   On the **View** menu, choose **Subtopics**, then select **Show.**

To hide subtopics for a symbol:

1. Select the symbol.
2. Click the **Subtopic Quick Control** .

   –or–

   On the **View** menu, choose **Subtopics**, then select **Hide.**

To show all subtopics in a diagram:

- On the **View** menu, choose **Subtopics**, then select **Show All**.

To hide all subtopics in a diagram:

- On the **View** menu, choose **Subtopics**, then select **Hide All**.

Showing or hiding notes in a diagram

After you add a note to a symbol, you can open the note and edit the text. You can show or hide individual notes and you can show or hide all notes in a diagram.

To show a note for a symbol:

1. Select the symbol.
2. Click the **Note Quick Control** .

   –or–

   On the **View** menu, choose **Notes**, then select **Show**.

To hide a note for a symbol:

- Click on the note.

  –or–

  Select the symbol or note. On the **View** menu, choose **Notes**, then select **Hide**.

To show all notes in a diagram:

- On the **View** menu, choose **Notes**, then select **Show All**.

To hide all notes in a diagram:

- On the **View** menu, choose **Notes**, then select **Hide All**.

Selecting all or parts of your diagram

Inspiration has some special commands that you can use to quickly select all or parts of a diagram as you organize information.

Selecting all objects in the diagram

- On the **Edit** menu, choose **Select All**.

Selecting all symbols in the diagram

- On the **Edit** menu, choose **Select**, then select **Symbols**.

Selecting all symbols at a specific level

You can work on all the symbols at a particular level at the same time. For example, you might want to change the fill color of all the symbols at a specific level.

To select all symbols at a specific level:

1. Select a symbol at the level.
2. On the **Edit** menu, choose **Select**, then select **This Level**.

Selecting all links in the diagram

- On the **Edit** menu, choose **Select**, then select **Links**.

Selecting a symbol's subtopics

1. Select the symbol.
2. On the **Edit** menu, choose **Select**, then select **Subtopics**.

Selecting all notes in the diagram

- On the **Edit** menu, choose **Select**, then select **Notes**.

Selecting all draw objects in the diagram

Draw objects are graphics or text created using the Draw tools.

To select all draw objects:

- On the **Edit** menu, choose **Select**, then select **Draw Objects**.

Copying, cutting and pasting objects

Copying, cutting and pasting work the same way in Inspiration as they do in other programs. You might want to copy a section of a diagram, for example, to paste it into another program.

Note: To import graphics from other programs, see Importing graphics for symbols in Diagram View on page 56. To export diagrams you create in Inspiration to other programs, see Exporting Inspiration documents on page 140.

Copying and pasting symbols

1. Select the symbol.
2. On the **Edit** menu, choose **Copy**.
3. Click the background of the diagram where you want the copy of the symbol to appear.
4. On the **Edit** menu, choose **Paste**.

Tip: If you're not sure where you want the copy to appear, paste it in any empty space on the diagram. You can always move it later.

Cutting and pasting symbols

When you cut and paste symbols, any links in the area you cut and paste are retained. Any links to symbols outside the area are deleted.

To cut and paste symbols:

1. Select the symbol.
2. On the **Edit** menu, choose **Cut**.
3. Click the background of the diagram where you want the symbol to appear.
4. On the **Edit** menu, choose **Paste**.

Deleting a symbol and its links

As you're working, you may want to delete some symbols and links from your diagram. When you delete a symbol using this method, you automatically delete any links that connect it to other symbols. The text in the symbol, notes text and any text in the links are also deleted.

To delete a symbol and its links:

1. Select the symbol.
2. Press the **Delete** or **Backspace** key.

   –or–

   On the **Edit** menu, choose **Clear**.

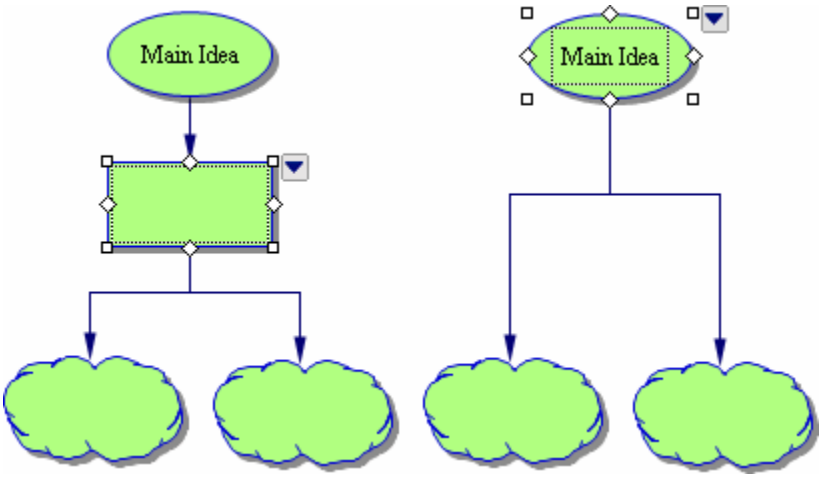
Deleting a symbol without deleting its links

If you've created a symbol that is linked between two or more other symbols, you can delete that symbol and the links will reattach to the other symbols.

To delete a symbol without deleting its links:

1. Select the symbol that you want to delete.
2. On the **Symbol** menu, choose **Delete Symbol (Keep Links)**.

The symbol disappears and any broken links reconnect.



Deleting a link

When you delete a link, you remove the relationship between a symbol and its subtopics. The symbols become unconnected ideas.

To delete a link:

1. Select the link.
2. Press the **Delete** or **Backspace** key.

   –or–

   On the **Edit** menu, choose **Clear**.

Deleting a note in a diagram

1. Select the note.
2. Press the **Delete** or **Backspace** key.

   –or–

   On the **Edit** menu, choose **Clear**.

Undoing changes

Undo cancels the last change you made. You can undo up to the last 50 changes.

To undo changes:

- On the **Edit** menu, choose **Undo**.

  –or–

  Press **Command**+**Z** (Macintosh) or **Ctrl**+**Z** (Windows).

To cancel an undo, choose **Redo** on the **Edit** menu.

Chapter 4: Enhancing your diagram

After you organize and arrange your diagram, you can enhance your diagram using the many options for formatting text, symbols, links and notes. You can import graphics and videos from other programs to use as symbols. You can even create your own symbols and add graphic elements using the Draw tools.

Formatting text in a diagram

You can change the way the text in your symbols, links and notes looks using the tools on The Formatting toolbar in Diagram View and the commands on the Text menu. For example, you can select your favorite font, change the text size and make text bold or italic.

For contrast, you might want to make the text that appears in your links look different from the text in your symbols. Or you could give a group of related symbols and links one text style to maintain a certain theme, while giving another group on the diagram a different look.

You can format selected text or all text in a selected object, such as a symbol, link or note. For example, if you want to change the color of a single word within a symbol, you select that word. If you want to change the color of all the text in a symbol, you select the symbol.

Changing the font

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Font** box

, then select a font.

   –or–

   On the **Text** menu, choose **Font**, then select a font.

Tip: If you're using Windows, you can change the fonts that appear on the Inspiration Font menu. For more information see, Customizing the font menu on page 176.

Changing text size

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Text Size** box

, then select a text size.

   –or–

   On the **Text** menu, choose **Size**, then select a text size.
3. To use a size that doesn't appear on the text size menu, choose **Other**.
4. Enter a text size, then click **OK**.

Tip: To increase or decrease the size of selected text one point size at a time, on the **Text** menu, choose **Size**, then select **Increase** or **Decrease**.

Applying bold formatting to text

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Bold** button .

   –or–

   On the **Text** menu, choose **Style**, then select **Bold**.

Italicizing text

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Italic** button .

   –or–

   On the **Text** menu, choose **Style**, then select **Italic**.

Underlining text

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Underline** button .

   –or–

   On the **Text** menu, choose **Style**, then select **Underline**.

Changing text color

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Text Color** button , then select a color.

   –or–

   On the **Text** menu, choose **Color**, then select a color.

Justifying text

1. Select the text or object.
2. On the **Text** menu, choose **Justify**, then select **Left**, **Center** or **Right**.

Applying superscript formatting

1. Select the text or object.
2. On the **Text** menu, choose **Style**, then select **Superscript**.

   –or–

   Press **Shift**+**Cmd**+**5** (Macintosh) or **Shift**+**Ctrl**+**5** (Windows).

Applying subscript formatting

1. Select the text or object.
2. On the **Text** menu, choose **Style**, then select **Subscript**.

   –or–

   Press **Shift**+**Cmd**+**6** (Macintosh) or **Shift**+**Ctrl**+**6** (Windows).

Changing text to all capital letters

1. Select the text or object.
2. On the **Text** menu, choose **Style**, then select **ALL CAPS**.

Returning text to the default style

If you select text and make changes to its appearance, you can easily return the text to its original style by using the **Revert To Style** command on the **Text** menu.

To return text to the default style:

1. Select the text or objects that you want to change back to the default style.
2. On the **Text** menu, choose **Revert to Style**.

Working with symbols

The Inspiration symbol libraries contain more than 1,100 symbols, including animated symbols and the custom strip symbol, which you can customize with text or a simple graphic. You can also create your own symbols using imported graphics and videos. After you add a symbol to a diagram, you can enhance it by changing the colors, adding a fill pattern or shadow, applying a white background to the text among other formatting options.

For more information about adding symbols to your diagram using the Symbol palette, see Adding symbols using the Symbol palette on page 35.

Using animated symbols

Animated symbols can add a new dimension to your diagrams. A number of animated symbols are included in the symbol libraries. You can also create your own animated symbols by importing animated GIF files (see Importing graphics for symbols on page 56). To determine if a symbol is animated, point to a symbol on the Symbol palette to view a preview of the symbol. For example, if you preview the Volcano symbol in the Landforms library under the Geography category, the volcano will erupt. You can turn off animated symbols if you want the symbols to appear without animation.

Tip: To search for animated symbols, enter "animated" with your keywords.

When you turn off animated symbols, only the first frame of an animated symbol is displayed.

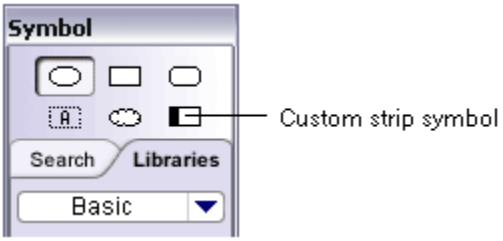
To turn animated symbols on or off:

1. On the **Utilities** menu, choose **Preferences**.
2. Click **Behaviors**.
3. Check or clear the **Animate GIFs** checkbox.

Animated symbols are on when a check appears in the **Animate GIFs** checkbox.

Using the custom strip symbol in a diagram

You can use the custom strip symbol to create a special symbol with text or a graphic in it.



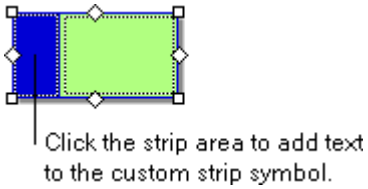
When you place the custom strip symbol in your diagram, the strip area is blank. You can enter text or draw a simple picture in the strip area. You can also copy and paste a graphic created in another program into the strip area. First, you place the custom strip symbol in your diagram. Then you add the text or graphic. After you create a custom strip symbol, you can add it to a custom library so it is available to use in other diagrams.

To add text to a custom strip symbol:

1. Select the custom strip symbol.
2. Click the strip area in the symbol

   –or–

   On the **Symbol** menu, choose **Edit Custom Strip**.



3. Select **Text Editor**.
4. Enter the text you want to appear in the strip area.
5. Format the text using the available options.
6. Click **OK**.

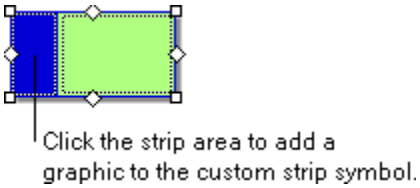
Tip: To display a person's name vertically one character at a time, enter the name one character at a time, pressing **Return** (Macintosh) or **Enter** (Windows) after each letter.

To add a picture to a custom strip symbol:

1. Select the custom strip symbol.
2. Click the strip area in the symbol

   –or–

   On the **Symbol** menu, choose **Edit Custom Strip**.



3. Select **Fat Bits Editor**.
4. Click inside the **Fat Bits Editor** box to create a picture.

   Here are some techniques you can use.

   Click a location to change a black pixel to white.

   Drag to draw a continuous line.

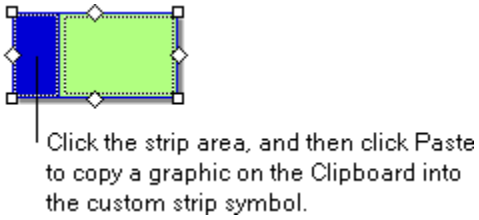
   To draw a thinner line, hold down the **Command** key (Macintosh) or **Ctrl** key (Windows) as you draw.

   To draw an even thinner line, press the **Option** key (Macintosh) or **Ctrl+Shift** keys (Windows) while you draw.

5. To erase your drawing and begin again, click the **Clear** button.
6. When you finish, click **OK**.

To copy and paste a graphic into a custom strip symbol (Mac OS only):

1. In the graphics program, copy the graphic to the clipboard.
2. In Inspiration, click the strip area in the symbol.



3. Select **Fat Bits Editor**.
4. Click **Paste**.
5. Click **OK**.

Importing graphics for symbols in Diagram View

You can use graphics created in other programs to represent your ideas. You can also use scanned photographs or any other graphic images. In Windows, you can import GIF, JPEG, PICT, TIFF, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files. In Mac OS, you can import GIF, JPEG, PICT, PNG and TIFF files. To import PNG or TIFF files, your computer must have QuickTime. To install QuickTime, choose **Get QuickTime** on the **Help** menu.

Inspiration automatically creates a text area below an imported graphic, making the graphic a captioned symbol. You can also position the text area inside the graphic. To add an imported graphic to a custom symbol library, see Adding symbols to custom libraries on page 157.

To import a graphic for a symbol:

1. Click where you want to place the graphic.
2. On the **Edit** menu, choose **Insert**, then select **Graphic**.
3. Select the graphic file, then click **Open**.

Notes:

- You can drag and drop a graphic from a graphics editing program or drag and drop the graphics file. Arrange the program windows so that both the graphic and the Inspiration window are visible. Drag the graphic to the diagram.
- To copy and paste a graphic onto a diagram, in the graphics editing program, copy the graphic. On the diagram, click where you want the graphic to appear. On the **Edit** menu, choose **Paste**.
- When you import a file that QuickTime does not recognize, Inspiration creates a hyperlink to the file.

Changing the location of the caption on an imported graphic

When you import a graphic into a diagram, the symbol text area is displayed as a caption beneath the graphic. You can also place the text area inside the graphic.

To change the location of the caption on an imported graphic:

1. Select the graphic.
2. On the **Symbol** menu, choose **Captioned Symbol**.

The text is displayed as a caption when a check appears next to **Captioned Symbol** on the **Symbol** menu.

Importing videos for symbols in Diagram View

Video symbols are symbols that play digital video files within the diagram. You create video symbols by importing videos created in other programs. You can insert AVI, MPG and QuickTime files and any type of video file that can be viewed using QuickTime. To install QuickTime, choose **Get QuickTime** on the **Help** menu.

The first frame of the video is the symbol image that appears. Click the **Video** button to show the video controls. You can pause the video and select that frame as the video symbol image.

To create a video symbol:

1. Click where you want to place the video symbol.
2. On the **Edit** menu, choose **Insert**, then select **Video**.
3. Select the video file, then click **Open**.

Notes:

- You can drag and drop a video from a video editing program or drag and drop the video file. Arrange the program windows so that both the video and the Inspiration window are visible. Drag the video to the diagram.
- To copy and paste a video onto a diagram, in the video editing program, copy the video. In the diagram, click where you want the video symbol to appear. On the **Edit** menu, choose **Paste**.
- When you import a file that QuickTime does not recognize, Inspiration creates a hyperlink to the file.
- To reduce file size, you can create video symbols using streaming video. Streaming video files are stored on a network server and are not embedded in the Inspiration document. When you play the video symbol, the video is sent in a continuous stream over an Internet connection and displayed on your computer. For more information about creating streaming videos, see the documentation for QuickTime.

Playing a video symbol

- Select the symbol, then click the **Video** button to show the video controls.

  –or–

  On the **Tools** menu, choose **Play**, then select **Video**.

Changing a video symbol's image

1. Select the symbol, then click the **Video** button to show the video controls.
2. Pause the video at the frame you want to use for the symbol image.
3. On the **Tools** menu, choose **Use This Frame for Image**.

Formatting symbols

You have many options available to make your symbols more distinctive. After you create a symbol you like, you can use the Defaults tool on the Formatting toolbar to save the look as the new default. All new symbols you add to the diagram will reflect this style. For more information, see Changing the defaults of your current diagram on page 86.

Adding a frame to a symbol

You can add a frame around any multicolor, photo-quality or animated symbol. After you add a frame, you can change the line thickness of the frame, the line color of the frame and the fill color of the frame. You can also add a fill pattern to the frame.

To add a frame to a symbol:

1. Select the symbol.
2. On the **Symbol** menu, choose **Frame**.

The symbol has a frame when a check appears next to **Frame** on the **Symbol** menu.

Adding a shadow to a symbol

To add a shadow to a multicolor, photo-quality or animated symbol, you must first add a frame to the symbol.

To add a shadow to a symbol:

1. Select the symbol.
2. On the **Symbol** menu, choose **Shadow**.

The symbol has a shadow when a check appears next to **Shadow** on the **Symbol** menu.

Changing the line thickness of a symbol

When you change the line thickness of a symbol, you change the thickness of the line around the symbol or, if the symbol has a frame, the thickness of the frame.

To change the line thickness of a symbol:

1. Select the symbol.
2. On the **Effect** menu, choose **Line Thickness**, then select the line thickness.

   –or–

   On the **Formatting** toolbar, click the up or down arrows on the **Line Thickness** button to increase or decrease the line thickness.

Changing the colors of a symbol in a diagram

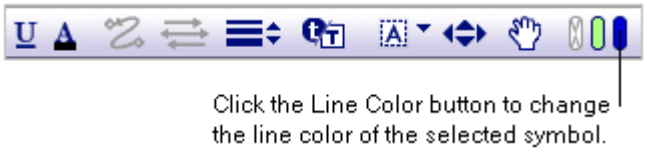
When you change the line color of a symbol, you change the color of the line around the symbol or, if the symbol has a frame, the frame. When you change the fill color of a symbol, you change the color inside the symbol or, if the symbol has a frame, the area inside the frame.

You can also change the colors of any multicolor symbol in the symbol libraries, and imported GIFs. If you add a frame to a multicolor symbol, you can change the color of the frame using the Line Color button on the Formatting toolbar.

To change the line color of a symbol:

1. Select the symbol.
2. Do one of the following:

   On the **Formatting** toolbar, click the **Line Color** button, then select a color.



   –or–

   On the **Effect** menu, choose **Line Color**, then select a color.

To change the fill color of a symbol:

1. Select the symbol.
2. Do one of the following:

   On the Formatting toolbar, click the **Fill Color** button, then select a color.

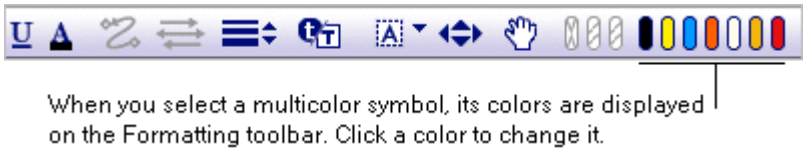
   –or–

   On the **Effect** menu, choose **Fill Color**, then select a color.

To change the colors of a multicolor symbol:

1. Select the symbol.

   On the **Formatting** toolbar, the existing colors on the symbol appear in order of most frequently occurring to least frequently occurring.



2. Click the color you want to change, then select a new color.

   –or–

   On the **Effect** menu, choose **Multicolor**, then select the color you want to change. Click a new color.

Tip: After you choose new colors, you can click the **Revert** button on the Formatting toolbar or on the **Effect** menu choose **Multicolor** and then select **Revert** to return the symbol to its original colors.

Applying a white background to symbol text

1. Select the symbol.
2. On the **Effect** menu, choose **White Text Background**.

The text background is white when a check appears next to **White Text Background** on the **Effect** menu.

Adding a fill pattern to a symbol

When you add a fill pattern to a symbol, the pattern is applied inside the symbol or, if the symbol has a frame, inside the frame.

To add a fill pattern to a symbol:

1. Select the symbol.
2. On the **Effect** menu, choose **Fill Pattern**, then select a pattern.

To prevent the fill pattern from running behind the text, make the text background white. For more information, see Applying a white background to symbol text.

Changing the way symbols grow as you add text

If a symbol has captioned text, the settings for Auto Symbol Grow do not affect the symbol size because the text area appears below the symbol image.

To change the way a symbol grows as you add text:

1. Select the symbol.
2. On the **Symbol** menu, choose **Auto Symbol Grow**.
3. Do one of the following:

   To increase symbol size vertically as you add text, select **Standard**. (This is the default setting.)

   –or–

   To maintain symbol height-to-width ratio as you add text, select **Proportional**.

   –or–

   To maintain symbol size as you add text, select **Off**. When the text does not fit inside the symbol, part of the text is displayed followed by an ellipsis.

   –or–

   To maintain a specific symbol width and then increase symbol size vertically as you add text, select **Fixed Width**. Resize the symbol to the specific width before you select this option.

Displaying symbol text as a caption

You can display a symbol's text area as a caption below the symbol, rather than inside the symbol. This is especially useful for symbols that are detailed images.

To display symbol text as a caption:

1. Select the symbol.
2. On the **Symbol** menu, choose **Captioned Symbol**.

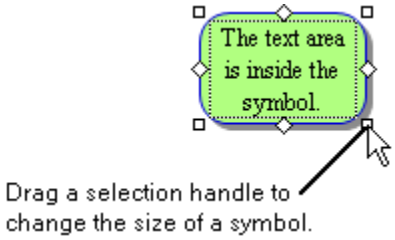
The symbol text area is displayed as a caption when a check appears next to **Captioned Symbol** on the **Symbol** menu.

Resizing a symbol

You can change the size of any symbol, including imported graphics and video symbols.

To resize a symbol:

1. Select the symbol.
2. Drag a selection handle to increase or reduce the size.



Note: When resizing a non-captioned symbol (which has its text area on the symbol itself), dragging a selection handle resizes the image freely. To resize a non-captioned symbol proportionally, hold down the **Shift** key as you drag.

When resizing a captioned symbol (which has its text area below the symbol), dragging a selection handle resizes the image proportionally. To resize a captioned symbol freely, hold the **Shift** key as you drag.

Returning a symbol to its original size

If you resize a symbol or imported graphic, you can easily return it to its original size.

To return a symbol to its original size:

1. Select the symbol.
2. On the **Edit** menu, choose **Original Size Graphic**.

Making symbols the same size

If you want to make a symbol the same size as another symbol, but you don't want to change anything else, you can use the Paste Size command.

To make symbols the same size:

1. Select the symbol that is the size you want.
2. On the **Edit** menu, choose **Copy**.
3. Select the symbol you want to make the same size.
4. On the **Edit** menu, choose **Paste Size**.

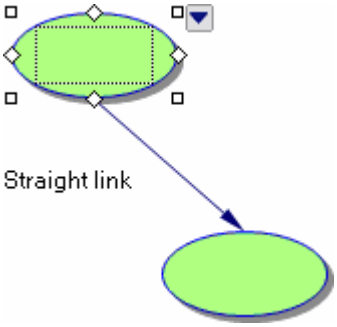
You can also size symbols by level using the Arrange tool. For more information, see Arranging a diagram using the Arrange tool on page 79.

Working with links

You can change the shape of a link between symbols to reinforce the relationship between ideas, to give the link specific meaning or to make the link appear more formal or more casual.

Making a straight link

Straight links connect symbols with straight lines.



To make a straight link:

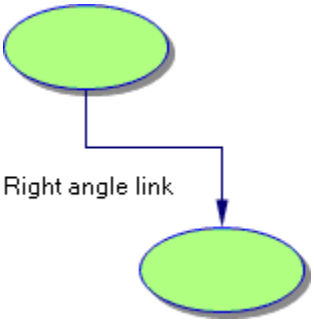
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button, then select **Straight**.

   –or–

   On the **Link** menu, choose **Straight**.

Making a right angle link

Right angle links attach symbols with 90-degree angles.



To make a right angle link:

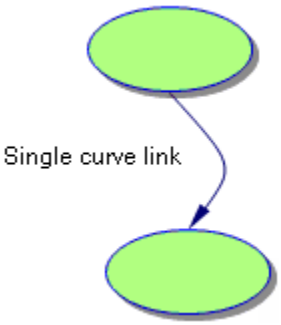
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button, then select **Right Angle**.

   –or–

   On the **Link** menu, choose **Right Angle**.

Making a single curve link

A single curve link has one bend.



To make a single curve link:

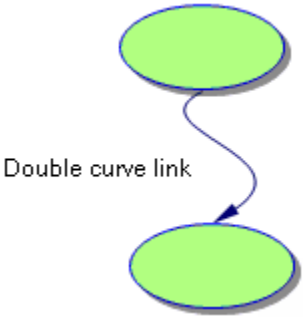
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button, then select **Single Curve**.

   –or–

   On the **Link** menu, choose **Single Curve**.

Making a double curve link

A double curve link has two bends.



To make a double curve link:

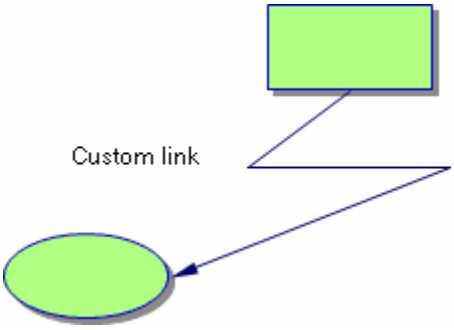
1. Select the link.
2. On the **Formatting** toolbar, click the **Link Style** button, then select **Double Curve**.

   –or–

   On the **Link** menu, choose **Double Curve**.

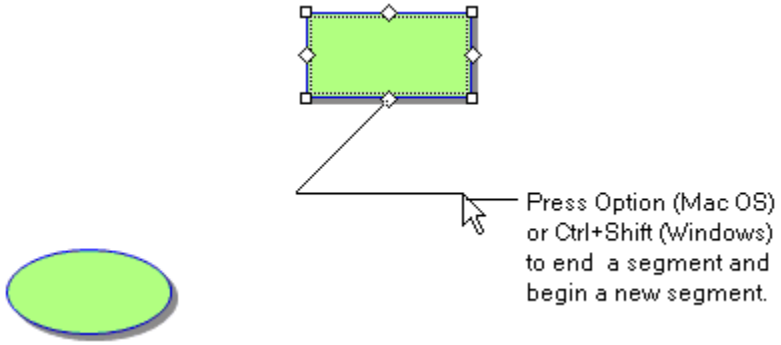
Drawing a custom link

Custom links are made up of segments. They are often used to show that communication occurs between two symbols.



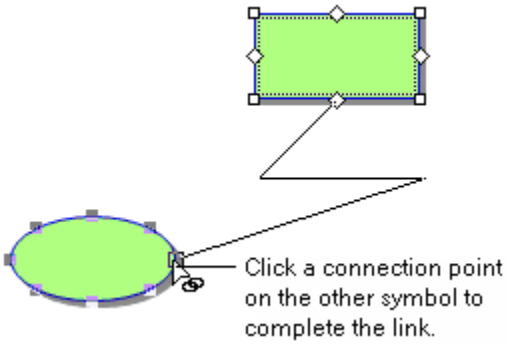
To draw a custom link:

1. Select the symbol where you want the link to begin.
2. Click a link handle, then drag to create the first segment of the link.
3. Press **Option** (Macintosh) or **Ctrl+Shift** (Windows) to end the first segment and begin a new segment.



You don't need to hold down the Option key (Macintosh) or Ctrl+Shift Keys (Windows). Just press and release when you want to change direction.

4. To complete the link, click a connection point on the symbol where you want the link to end.



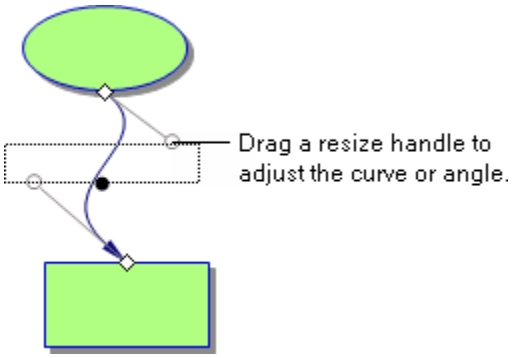
Tip: You can add new segments to a link you've already drawn. Select the link, then hold down **Option** (Macintosh) or **Ctrl+Shift** (Windows) and click the link where you want to make the segment. Drag the segment.

Adjusting the shape of a link

You can change the shape of the angle or curve in a link.

To adjust the shape of a link:

1. Select the link.
2. Drag a resize handle to adjust the shape.



Tip: You may want to move the end of a link so it attaches at a different place. See Changing a link's connection point on page 39.

Reversing a link

Changing the direction of a link reverses the relationship between the ideas and changes the relationship of topics in Outline View.

To reverse a link:

1. Select the link.
2. On the **Link** menu, choose **Reverse Link**.

The link changes so that the arrow points in the opposite direction.

Freezing connection points for a link

Whenever you move a symbol, Inspiration automatically moves a link with it, adjusting where the link attaches to the symbol, if necessary. If you don't want Inspiration to reposition a link—that is, you want to keep the link attached to a specific connection point—you can freeze it.

To freeze connection points for a link:

1. Select the link.
2. On the **Link** menu, choose **Freeze Link Connections**.

   When you drag a symbol, the point at which a link connects does not change.

Although freezing stops Inspiration from repositioning a link when you move a symbol, you can always move the link yourself. Just click the end of the link and drag it to another connection point on the symbol.

Showing 32 connection points for links

To align a link more precisely, you can show 32 connection points on a symbol rather than 8.

To show 32 connection points for links:

- On the **Link** menu, choose **32 Link Connection Points**.

A symbol has 32 connection points when a check appears next to **32 Link Connection Points** on the **Link** menu.

Drawing links under symbols

When you add new links, they may overlap existing symbols. You can prevent overlapping by drawing links under symbols.

To draw links under symbols:

- On the **Link** menu, choose **Draw Links Under Symbols**.

Links are drawn under symbols when a check appears next to **Draw Links Under Symbols** on the **Link** menu.

Showing or hiding links

You can show or hide a link between two symbols. When you hide a link, the relationship between ideas remains the same and continues to show in your outline. Text on the link remains visible, even though the link is hidden.

To show or hide a link:

1. Select the link.

   If the link is hidden, click where the link would be to select it

2. On the **Link** menu, choose **Hide Link**.

The link is hidden when a check appears next to **Hide Link** on the **Link** menu.

Formatting links

You have several options available to make your links—both the lines and the arrowheads—more distinctive. You might use a patterned link or a dashed line to show a tentative connection between ideas, for example, and a thicker, solid line to show a stronger connection.

After you create a link you like, you can use the Defaults tool on the Formatting toolbar to save the look as the new default. All new links you make will be this style. For more information, see Changing the defaults of your current diagram on page 86.

Changing arrow direction

You can change the direction of the arrows on links. To show a two-way relationship between two symbols, for example, you could add arrows to both ends of the link. Other times, you may want no arrows for a link. Changing the arrow direction on a link has no effect on the relationship between the symbols. To change the relationship between symbols, you must reverse the link. For more information, see Reversing a link on page 66.

To change arrow direction:

1. Select the link.
2. On the **Formatting** toolbar, click the **Arrow Direction** button , then select an arrow direction.

   –or–

   On the **Link** menu, choose **Arrow Direction**, then select an arrow direction.

Tip: If you don't want arrowheads on the link, choose **Arrow Direction** on the **Link** menu, then select **No Arrows**.

Changing arrowhead style

1. Select the link.
2. On the **Link** menu, choose **Arrowheads**, then select an arrowhead style.

Changing the thickness of a link

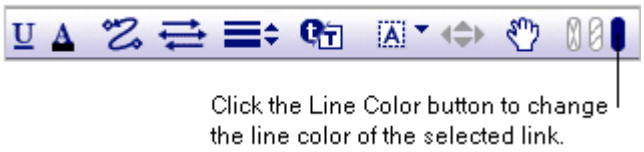
1. Select the link.
2. On the **Formatting** toolbar, click the up or down arrows on the **Line Thickness** button to increase or decrease the line thickness.

   –or–

   On the **Effect** menu, choose **Line Thickness**, then select a line thickness.

Changing the color of a link

1. Select the link.
2. On the **Formatting** toolbar, click the **Line Color** button, then select a color.



–or–

On the **Effect** menu, choose **Line Color**, then select a color.

Adding a pattern to a link

1. Select the link.
2. On the **Effect** menu, choose **Line Pattern**, then select a pattern.

Changing a link to a dashed line

1. Select the link.
2. On the **Effect** menu, choose **Dashed Lines**.

Working with notes

Detaching or attaching a note in a diagram

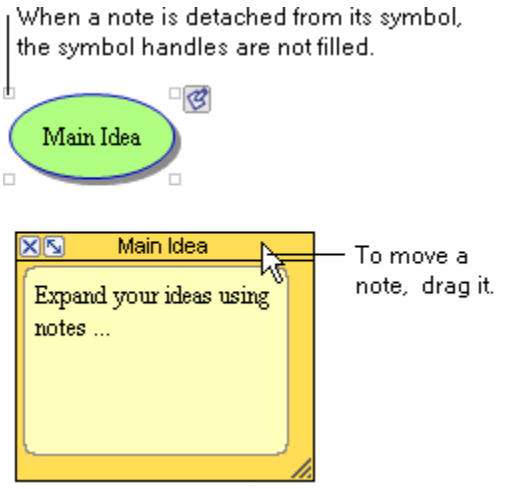
After you add a note to a symbol, you can move the note to any location on the diagram. When you detach a note from its symbol, it does not move when you move the symbol. If you later decide that you want the note to move with the symbol, you can reattach it.

To detach a note from its symbol:

1. Select the symbol.
2. Click the **Note Quick Control** .

   –or–

   On the **View** menu, choose **Notes**, then select **Show**.
3. Drag the note to the new location on the diagram.

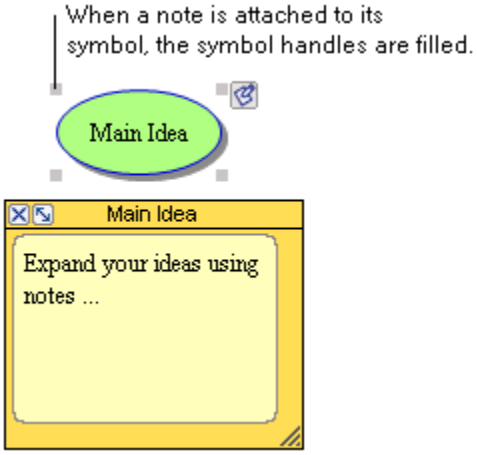

When a note is detached from its symbol, the symbol handles are not filled.
Main Idea
Main Idea
Expand your ideas using notes ...
To move a note, drag it.

To attach a note to its symbol:

1. Select the note.
2. On the **Symbol** menu, choose **Reattach Note**.

   –or–

   Drag the note back to its symbol.



Optimizing the size of a note in a diagram

You can quickly resize a note to the minimum size required to display the contents of the note.

To optimize the size of a note in a diagram:

1. Select the symbol.
2. Click the **Note Quick Control** .

   –or–

   On the **View** menu, choose **Notes**, then select **Show**.
3. Click the **Optimize** button .
4. To return the note to its previous size, click the **Optimize** button again.

Importing a graphic into a note in a diagram

In Windows, you can import GIF, JPEG, PICT, TIFF, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files. In the Mac OS, you can import GIF, JPEG, PICT, PNG and TIFF files. To import PNG or TIFF files, your computer must have QuickTime. You can insert only one graphic into each note. The graphic is inserted at the end of any text you've already entered. If you insert a second graphic, it replaces the first. To install QuickTime, choose **Get QuickTime** on the **Help** menu.

To insert a graphic into a note in a diagram:

1. Select the symbol, then click the **Note Quick Control** .

   –or–

   On the **View** menu, choose **Notes**, then select **Show**.
2. On the **Edit** menu, choose **Insert**, then select **Graphic**.
3. Select the graphic file you want to insert, then click **Open**.

Notes:

- You can drag and drop a graphic into a note. Select the symbol where you want the graphic to appear in notes, then click the **Note Quick Control** or on the **View** menu, choose **Notes**, then select **Show**. Open the folder containing the graphics file you want to place in the note. Arrange the program windows so that both the graphics file and the Inspiration window are visible. Drag the graphics file to the note. You cannot drag a graphic into a note from within the same diagram.
- You can copy and paste a graphic into a note. In the graphics editing program, copy the graphic. Select the symbol where you want the graphic to appear in notes. Click the **Note Quick Control** or on the **View** menu, choose **Notes**, then select **Show**. On the **Edit** menu, choose **Paste**.
- When you drag and drop or copy and paste a file that QuickTime does not recognize, Inspiration creates a hyperlink to the file.

Formatting notes in a diagram

You can format notes in a diagram using font, text style, and color just as you would format symbols and links.

For information about formatting text in the note, see Formatting text in a diagram on page 51.

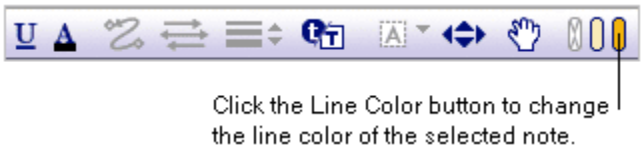
Changing the colors of a note in a diagram

When you change the line color of a note, you change the color of the line around the note. When you change the fill color of a note, you change the color inside the note.

To change the line color of a note:

1. Select the note.
2. Do one of the following:

   On the **Formatting** toolbar, click the **Line Color** button, then select a color.



   –or–

   On the **Effect** menu, choose **Line Color**, then select a color.

To change the fill color of a note:

1. Select the note.
2. Do one of the following:

   On the **Formatting** toolbar, click the **Fill Color** button, then select a color.

   –or–

   On the **Effect** menu, choose **Fill Color**, then select a color.

Working with draw objects

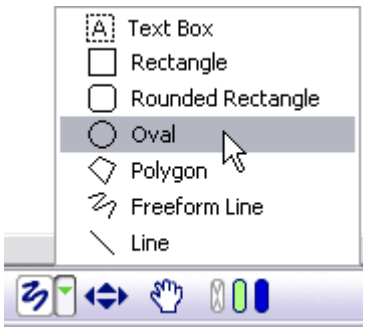
You can use the Draw tools to enhance your diagrams with lines, shapes and boxes and to create your own symbols that you can install in the symbol libraries.

Objects you create with the Draw tools are not treated as symbols unless they are installed in the symbol libraries. They appear in Diagram View, but don't have a corresponding topic in Outline View. Also, draw objects cannot have a note and you cannot link to them.

You can enhance draw objects just as you can enhance symbols. For instance, you can fill them with color and change their line color.

Using the Draw tools

1. Click the **Change Draw Tool** button on the **Formatting** toolbar, then select a Draw tool.



2. The selected Draw tool is displayed on the **Formatting** toolbar.

3. To turn the Draw tool off, click the **Draw** button on the Formatting toolbar.

Drawing a freeform shape

You use the Freeform Line tool to make freehand drawings.

To draw a freeform shape:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button, then select **Freeform Line**.

   The cursor turns into a crosshair.

2. Position the crosshair where you want your drawing to begin.
3. Hold down the mouse button and draw.
4. When you finish a line, release the mouse button.
5. To turn the Freeform Line tool off, click the **Draw** button on the **Formatting** toolbar.

Drawing a straight line

You use the Line tool to draw straight lines at any angle. You can also draw exact horizontal, vertical, or 45-degree lines.

To draw a straight line at any angle:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , then select **Line**.

   The cursor turns into a crosshair.

2. Position the crosshair where you want the line to begin, drag to where you want the line to end, then release the mouse button.

   As you draw, you can adjust the angle of the line.

3. To turn the Line tool off, click the **Draw** button on the **Formatting** toolbar.

Tip: To draw a horizontal, vertical or 45-degree line, hold down the **Shift** key, then drag the line. As you drag, the line snaps to a 45-degree angle or a vertical or horizontal position. When you finish drawing, release the mouse button first, then release the **Shift** key.

Drawing an oval or circle

You use the Oval tool to draw ovals and circles.

To draw an oval or a circle:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button , then select **Oval**.

   The cursor turns into a crosshair.

2. Position the crosshair in the approximate location where you want one side of the oval.

3. To draw an oval, drag the shape until it's the size you want, then release the mouse button.

   –or–

   To draw a circle, hold down the **Shift** key, drag the circle, release the mouse button, then release the **Shift** key.

   As you drag, the circle becomes proportionally larger.

4. To turn the Oval tool off, click the **Draw** button on the **Formatting** toolbar.

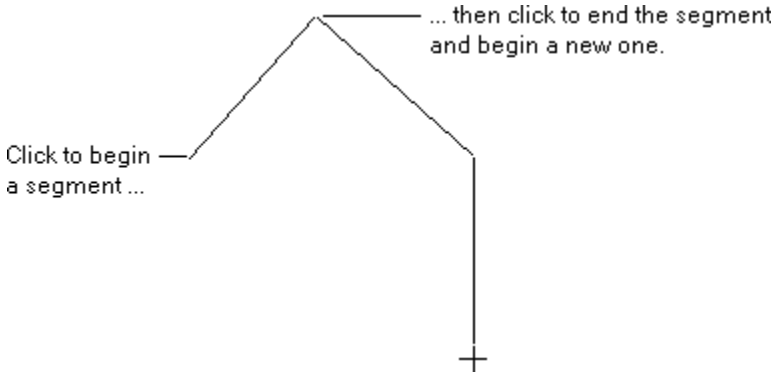
Drawing a triangle or polygon

You can use the Polygon tool to draw objects such as triangles. A polygon is a series of attached line segments.

To draw a polygon:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button, then select **Polygon**.
2. Click where you want the first segment of the polygon to begin, then click where you want the segment to end.

   To constrain the segment to a 45-degree, vertical, or horizontal line, hold down the **Shift** key when you click.
3. Continue to click where you want each segment to begin and end.



4. To complete the polygon, do one of the following:

   To create a closed polygon, click the starting point.

   –or–

   To create an open polygon, double-click at the point where you want to complete the shape.
5. To turn the Polygon tool off, click the **Draw** button on the **Formatting** toolbar.

Drawing a rectangle or square

You use the Rectangle tool to draw rectangles and squares.

To draw a rectangle or square:

1. On the **Formatting** toolbar, click the **Change Draw Tool** button, then select **Rectangle**.

   The cursor turns into a crosshair.
2. Position the crosshair where you want a corner of the rectangle or square to begin.
3. To draw a rectangle, drag the shape you want, then release the mouse button.

   –or–

   To draw a square, hold down the **Shift** key, drag the square, release the mouse button and then release the **Shift** key.

   As you drag, the square becomes proportionally larger.
4. To turn the Rectangle tool off, click the **Draw** button on the **Formatting** toolbar.

Drawing a rounded rectangle or square

You use the Rounded Rectangle tool to draw a rounded rectangle or square. A rounded rectangle or square has straight sides and rounded corners.

To draw a rounded rectangle or square:

1. On the **Formatting toolbar**, click the **Change Draw Tool** button, then select **Rounded Rectangle**.

   The cursor turns into a crosshair.
2. Position the crosshair where you want a corner of the rounded rectangle to begin.
3. To draw a rounded rectangle, drag the shape you want, then release the mouse button.

   –or–

   To draw a rounded square, hold down the **Shift** key, drag the square, release the mouse button and then release the **Shift** key.

   As you drag, the square becomes proportionally larger.
4. To turn the Rounded Rectangle tool off, click the **Draw** button on the **Formatting** toolbar.

Drawing a text box

You use the Text Box tool to add a title to a diagram, for example, or to add a text box to a draw object you want to use as a symbol.

To draw a text box:

1. On the **Formatting toolbar**, click the **Change Draw Tool** button, then select **Text Box**.

   The cursor turns into a crosshair.
2. Position the crosshair where you want the corner of the text box to begin.
3. Drag the text box until it's the size you want.
4. Enter your text in the box.

   The box grows vertically from the bottom down as you add more text.
5. To turn off the Text Box tool, click the **Draw** button on the **Formatting** toolbar.

Tip: To change the width of the text box, click the frame of the box to select it so that the selection handles show, then drag any of the four handles to the right or left.

Selecting a draw object

Before you can work with an object you've drawn, you need to select it.

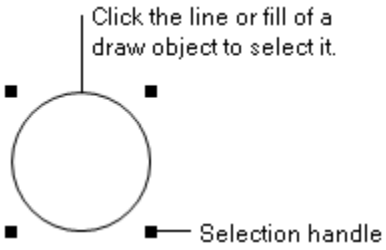
To select a draw object:

- If the draw object has no fill color, click anywhere on the line or border of the object.

  –or–

  If the draw object has a fill color, click anywhere on the object.

When you select the object, its selection handles appear.



To select multiple draw objects:

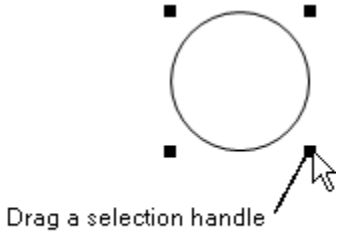
- Hold down the **Shift** key, and select each draw object.

Resizing a draw object

You can change the height or width of a draw object. You can also change the size of a draw object and maintain its height to width proportions. In addition to resizing a polygon, you can change the length of individual polygon segments.

To resize a draw object:

1. Select the object.
2. Drag a selection handle to increase or reduce the size.
3. To proportionally resize a draw object, hold down the **Shift** key as you drag



Drag a selection handle to change the size of a draw object.

To change the length of a polygon segment:

1. Select the polygon.
2. Drag a selection handle at the end of the segment to increase or reduce the length.
3. To constrain a segment to a 45-degree, horizontal or vertical angle, hold down the **Shift** key as you drag.

Arranging linked symbols on the diagram

You can use the Arrange tool and AutoArrange to arrange linked symbols in a diagram. The Arrange tool allows you to apply one of three basic arrangements to a diagram, then refine the arrangement using the Arrange options. You can use AutoArrange to automatically arrange linked symbols as you add them to the diagram. You can use the Arrange tool separately or together with AutoArrange.

Arranging a diagram using the Arrange tool

You can use the Arrange tool to apply three basic arrangements to a diagram: tree, web and split tree. After you choose an arrangement, you can use the Arrange options to refine the arrangement. Unconnected symbols and draw objects created using the Draw tools are not affected by the Arrange tool.

In addition to applying an arrangement to your diagram, you can use AutoArrange to automatically control the arrangement of linked symbols.

To arrange a diagram using the Arrange tool:

1. On the **Main** toolbar, click the **Arrange** button.

   –or–

   On the **Symbol** menu, choose **Arrange**.

2. Select an arrangement.
3. To select Arrange options, click the **More Options** button.
4. Click **OK**.

Arranging a selected part of a diagram

You can use the Arrange tool to arrange a selected part of a diagram. Unconnected symbols and draw objects created using the Draw tools are not affected by the Arrange tool.

To arrange a selected part of a diagram:

1. Select the symbol where you want to start the arrange.
2. On the **Main** toolbar, click the **Arrange** button.

3. Select **Tree**.
4. To select Arrange options, click the **More Options** button.
5. Clear the **Entire Diagram** checkbox, then click **OK**.

Setting Arrange options

You can use the Arrange options to refine a diagram arrangement. Not all options are available for every arrangement.

1. To set Arrange options, click the **Arrange** button on the **Main** toolbar.

2. Click the **More Options** button.

Use this option . . .	**. . . to do this**
Tree Direction	Select the direction the symbols in the tree diagram appear relative to the Main Idea.
Lowest Level Symbol Arrangement	Control how the symbols in each branch of the tree diagram are arranged vertically.
Entire Diagram	Arrange a selected part of the diagram.
Link Style	Select the style of links in the diagram.
Tighten spacing	Minimize the space between symbols.
Arrange in outline order	Arrange the symbols in the same order they appear in Outline View.
Size text by level	Automatically size the text in a symbol based on the symbol's level in the diagram. The text in higher level symbols is larger. The text in lower level symbols is smaller.
Balanced web	Arrange the symbols in the diagram around the Main Idea and space the symbols equally.

Controlling the arrangement of a diagram using AutoArrange

Easily maintain the arrangement of your diagram using AutoArrange, which continuously arranges linked symbols as you work. Unconnected symbols and draw objects created using the Draw tools are not affected by AutoArrange.

To turn on AutoArrange:

1. Select the symbol where you want to start the arrange.
2. On the Main toolbar, click the **Arrange** button.

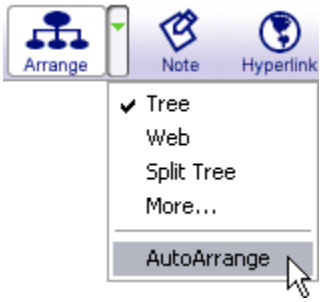
3. Click the AutoArrange checkbox.
4. Click **OK**.

Notes:

- AutoArrange arranges all symbols on the diagram, including unlinked symbols. To arrange just one section of your diagram, see Arranging a selected part of a diagram on page 79.
- When AutoArrange is on, the link styles under the Link menu are unavailable. To adjust these settings, click the Arrange button on the Main toolbar.

Arranging a diagram from the Main toolbar

You can use the Arrange Options button on the Main toolbar to arrange your document and turn on AutoArrange without opening the arrange dialog.



To arrange a diagram using the Arrange Options button:

1. On the **Main** toolbar, click the Arrange Options button .
2. Select an arrangement.

To turn on AutoArrange using the Arrange Options button:

1. On the **Main** toolbar, click the **Arrange** options button, then select a diagram arrangement (Tree, Web, Split Tree).
2. To turn on AutoArrange, click the **Arrange Options** button , then choose **AutoArrange**.

Positioning selected objects in a diagram

There are a variety of tools you can use to position objects in a diagram. You can use grid lines to manually position objects. You can use grid snap to position objects automatically in relation to the grid. The nudge tool allows you to move objects one pixel at a time. You can use the Align command to align the tops, bottoms or left or right sides of selected objects. You can use the Evenly Space command to create an equal amount of vertical or horizontal space between selected objects.

Positioning objects using the grid

You can use the grid to align symbols, notes and draw objects. On the screen, the grid looks like graph paper.

Showing or hiding the grid

- On the **View** menu, choose **Grid Settings**, then select the **Show Grid** check box.

  The grid is displayed when a check appears in the **Show Grid** check box.

Note: You can use grid snap without showing the grid lines.

Setting the height and width of the grid

1. On the **View** menu, choose **Grid Settings**.
2. Enter measurements in the **Grid Width** box and the **Grid Height** box, then click **OK**.

Positioning symbols using grid snap

You can use grid snap to automatically position symbols within the squares of the grid. When grid snap is on, the symbols snap to the grid when you move them. Grid snap does not affect links, notes or draw objects.

To position symbols using grid snap:

- On the **View** menu, choose **Grid Settings**, then select the **Snap to Grid** checkbox.

Grid snap is on when a check appears in the **Snap to Grid** checkbox.

Tip: To temporarily suspend grid snap, press the **Option** key (Macintosh) or **Ctrl+Shift** keys (Windows) while dragging a symbol, then release the **Option** key (Macintosh) or **Ctrl+Shift** keys (Windows) when the symbol is where you want it.

Positioning an object precisely using the Nudge tool

You can move symbols, notes and draw objects up, down, right or left one pixel at a time using the Nudge tool on the Formatting toolbar.

To position an object precisely:

1. Select the object.
2. On the **Formatting** toolbar, click the arrow on the **Nudge** button that points in the direction you want to move the object.

   One click moves the object one pixel.

Notes:

- You can also use the arrow keys on your keyboard to nudge an object.
- You don't have to turn grid snap off to use the Nudge tool. It works the same way, whether grid snap is on or off.

Aligning objects

When you are fine tuning your diagram you may find it useful to align symbols or draw objects in various ways. You can align symbols, draw object and notes.

Aligning symbols or draw objects

1. Select the symbols or draw objects.

   You must select at least two symbols or draw objects.
2. On the **Effect** menu, choose **Align**, then select an arrangement.

   Each choice on the **Align** submenu shows how the selected objects will align.

Aligning notes in a diagram

1. Select the notes.

   You must select at least two notes.
2. On the **Effect** menu, choose **Align**, then select an arrangement.

   Each choice on the **Align** submenu shows how the selected notes will align.

Spacing objects evenly

Use the **Evenly Space** command on the **Effect** menu to create an even amount of space between selected symbols, draw objects or notes.

Spacing symbols or draw objects evenly

1. Select the symbols or draw objects.

   You must select at least three symbols or draw objects.

2. On the **Effect** menu, choose **Evenly Space**, then select **Horizontal** or **Vertical**.

Spacing notes evenly in a diagram

1. Select the notes.

   You must select at least three notes.

2. On the **Effect** menu, choose **Evenly Space**, then select **Horizontal** or **Vertical**.

Grouping symbols or draw objects

Once you group a set of objects, they all move as a unit, and any enhancements you make (such as fill color or line width) affect the whole group.

To group a set of symbols or draw objects:

1. Select the symbols or draw objects.

   To select more than one object, press the **Shift** key and click each one, or drag a selection box around the objects.

2. On the **Symbol** menu, choose **Group**.

   –or–

   Press **Command+G** (Macintosh) or **Ctrl+G** (Windows).

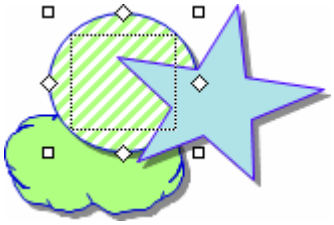
The selection boxes on each individual object disappear, and a selection box for the group appears around the items.

To ungroup, select the group and on the **Symbol** menu, choose **Ungroup**.

Bringing a symbol or draw object to the front of a stack

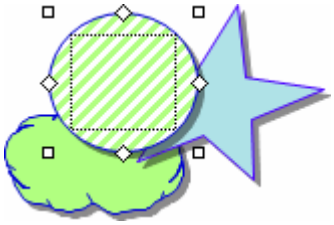
1. Select the symbol.

   You may need to move one or more of the symbols or objects that cover the one you want to bring to the front.



2. On the **Effect** menu, choose **Bring to Front**.

   The symbol or object moves to the front and is selected.



3. To deselect the symbol or draw object, click the background of the diagram.

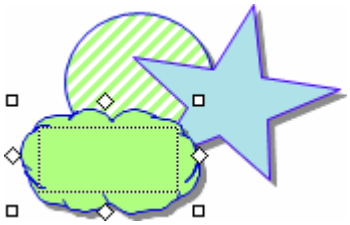
You can now move the other symbols or objects to make the arrangement you want.

Sending a symbol or draw object to the back of a stack

You can draw an object and place it behind a symbol. You can position draw objects so they overlap, or create a stack of symbols or objects. To get the right effect, you may need to change the order of the objects in the stack.

To send a symbol or draw object to the back of a stack:

1. Select the symbol or draw object you want to send to the back of a stack.



2. On the **Effect** menu, choose **Send to Back**.

   The symbol or object moves to the back.

3. To deselect the symbol or draw object, click the background of the diagram.

You can now move the other symbols or objects to make the arrangement you want.

Changing the defaults of your current diagram

You can set the defaults for symbols, links and notes. The default options include symbol shape, font, text size, text color, line color, fill color and other style choices.

Once you set the defaults for a symbol, link or note, all new items will reflect these choices. You can also apply the new defaults to any existing symbol, link or note.

When you change the defaults, the changes apply only to the document you are working on, not to new Inspiration documents.

To change the default settings for all newly created documents, see Working with default settings on page 171.

Changing symbol defaults in your current diagram

Changing the defaults for symbols allows you to easily create multiple symbols that have the same attributes. For instance, you may want to choose a common look for all symbols used in a diagram, or change to a new style for each different class of symbols.

To change symbol defaults:

1. Click the background of the diagram so that nothing is selected.
2. Change the symbol attributes to reflect your preferences using the Formatting toolbar or menus. For example, this may include fill color, text color, text size or line thickness.

   New symbols you add to your diagram use the new defaults.

   –or–

1. Select a symbol.
2. Change the symbol attributes to reflect your preferences using the Formatting toolbar or menus. For example, this may include symbol shape, fill color, text color, text size or line thickness.
3. On the **Formatting** toolbar, click the **Defaults** button , then select **Set Default**.

   New symbols you add to your diagram use the new defaults.

To apply defaults to existing symbols in the current diagram, see Applying defaults in your current diagram on page 88.

Changing link defaults in your current diagram

Changing the defaults for links allows you to easily create multiple links that have the same attributes. For instance, you may want to choose a common look for all links used in a diagram, or change to a new style for each different class of links.

To change link defaults:

1. Select a link.
2. Change the link attributes to reflect your preferences using the tools on the Formatting toolbar or menus. For example, this may include line color, arrowhead, arrow direction, text color, text size or line thickness.
3. On the **Formatting** toolbar, click the **Defaults** button , then select **Set Default**.

   New links you add to your diagram use the new defaults.

To apply defaults to existing links in the current diagram, see Applying defaults in your current diagram on page 88.

Changing note defaults in your current diagram

Changing the defaults for notes allows you to easily create multiple notes that have the same attributes. For instance, you may want to choose a common look for all notes used in a diagram, or change to a new style for each different class of notes.

To change note defaults:

1. Select a note.
2. Change the note attributes to reflect your preferences using the tools on the Formatting toolbar or menus. For example, this may include fill color, line color, text color or text size.
3. On the **Formatting** toolbar, click the **Defaults** button , then select **Set Default**.

   New notes you add to your diagram use the new defaults.

To apply defaults to existing links in the current diagram, see Applying defaults in your current diagram on page 88.

Applying defaults in your current diagram

After you change the defaults for symbols, links or notes, you can apply these changes to existing objects in your diagram.

To apply defaults:

1. Select the object to which you want to apply the new defaults.

   You can select objects of the same type, for example several symbols, notes or links.
2. On the **Formatting** toolbar, click the **Defaults** button , then select **Apply Default**.

Changing the background color in a diagram

In Diagram View, you can change the color of the background that appears on your screen.

To change the background color:

- On the **Effect** menu, choose **Background Color**, then select a color.

Adding the date to your document

You can add today's date to your document. To change the format in which the date appears, see Setting the date and time format.

To add the date to your document:

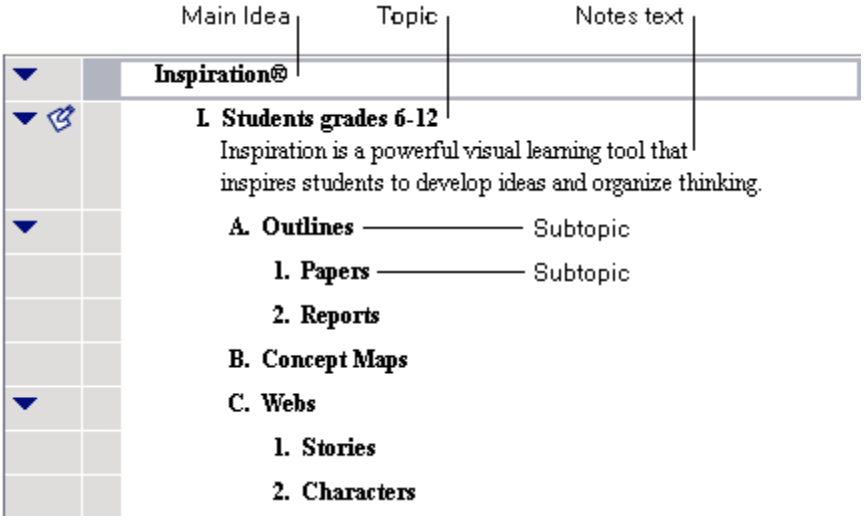
1. Click in the document where you want the date to appear.
2. On the **Edit** menu, choose **Paste Date**.

Chapter 5: Creating an outline

Outlining is useful for planning and for structuring ideas when writing. When you create an outline in Inspiration, you use topics to represent your ideas. You begin with your main idea, which is the focus of your document. Then you add the topics you want to cover. A topic generally contains one idea or piece of information. Topics can have subtopics, which provide more detail. An outline can have up to 99 levels of subtopics.

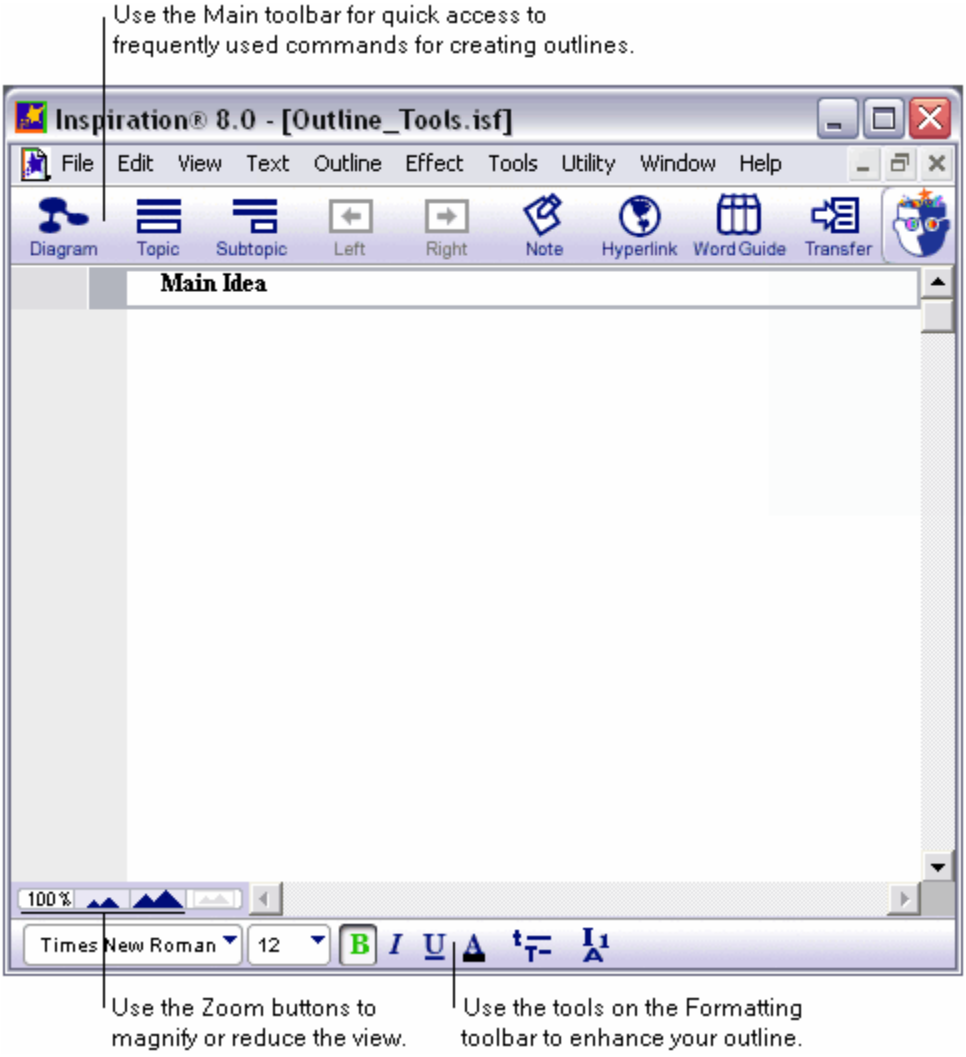
In Inspiration outlines, as in diagrams, you can add a note to any topic or subtopic. Use notes to add details to your ideas. Notes text can be one or two sentences, several paragraphs or even several pages. When you add notes to an outline, you're well on your way to developing an organized report, essay or story.

Here's an example of an outline:



Tools for creating outlines

When you switch to Outline View from Diagram View, the toolbars and menus change to provide you with the tools you need to create, organize and edit an outline. When you work in Outline View, you have two toolbars: The Main toolbar in Outline View and The Formatting toolbar in Outline View.


Use the Main toolbar for quick access to frequently used commands for creating outlines.
Inspiration® 8.0 - [Outline_Tools.isf]
File Edit View Text Outline Effect Tools Utility Window Help
Diagram Topic Subtopic Left Right Note Hyperlink WordGuide Transfer
Main Idea
100%
Times New Roman 12
Use the Zoom buttons to magnify or reduce the view.
Use the tools on the Formatting toolbar to enhance your outline.

The Main toolbar in Outline View

When you're working in Outline View, the Main toolbar appears at the top of the screen. The Main toolbar offers quick access to frequently used tools and commands for creating outlines.

Click . . .	. . . to do this
	Switch to Diagram View.
	Add a topic below and at the same level as the selected topic.
	Add a subtopic below and one level to the right of the selected topic.
	Move a topic and its subtopics to the left one level.
	Move a topic and its subtopics to the right one level.
	Add or edit a note attached to a topic.
	Create a hyperlink to another document or a web site
	Look up definitions and synonyms and hear the pronunciations of words.
	Transfer work to a word processor.
	Listen to the computer read the content in a document.

The Formatting toolbar in Outline View

The Formatting toolbar has tools for formatting text, changing default settings and changing outline prefixes.

Use this . . .	. . . to do this
Font	Change the font.
Text Size	Change the text size.
Bold	Apply bold formatting to text.
Italic	Italicize text.
Underline	Underline text.
Text Color	Change the color of text.
Topic Defaults	Set default formatting for topics, subtopics and notes.
Prefix	Change the prefix labels for the outline.

Switching to Outline View from Diagram View

➢ On the **Main** toolbar, click the **Outline** button.

–or–

On the **View** menu, choose **Outline**.

The Main Idea topic is already selected, ready for you to type your own main idea.

Tip: You can set Inspiration to always open in Outline View by creating a template, then selecting it as the default template for new documents.

For more information, see Creating a template on page 135 and Selecting a new default template on page 172.

Entering your main idea in an outline

➢ To enter your main idea, type over the “Main Idea” text.

Automatically using symbol labels as topic text

After you create a diagram and switch to Outline View, Inspiration creates an outline using the symbol labels. For example, a symbol with the label “Sun” becomes a topic “Sun” in the outline. The symbol labels serve as placeholders for topics as you develop your outline. When you return to Diagram View, the topic text appears in the symbols.

To automatically use symbol labels as topic text:

1. On the **Utility** menu, choose **Picture-to-Topic**.

   Symbol labels appear as topic text when a check appears next to **Picture-to-Topic** on the **Utility** menu.

2. In Diagram View, use the Symbol palette to add symbols to your diagram.

   For example, add the “Book” and “Key” symbols to your diagram.

3. On the **Main** toolbar, click the **Outline** button to switch to Outline View.

   The symbol labels are displayed as the topics: “Book” and “Key.”

4. To return to Diagram View, click the **Diagram** button on the **Main** toolbar.

Note: Picture-to-Topic labels are available for symbols found in the Libraries tab of the Symbols palette, but not for online symbols or imported graphics.

Turning automatic topic labeling on or off

➢ Before switching to Outline View, on the **Utility** menu, choose **Picture-to-Topic.**

Automatic topic labeling is on when a check appears next to **Picture-to-Topic** on the **Utility** menu.

Adding topics and subtopics to an outline

Topics are the main ideas, or points you want to make, in your outline. Subtopics are related to and support the main ideas.

Adding a topic

1. Select the topic under which you want to add a new topic.

   To select a topic, click to the left of its prefix. A selection box appears around the topic to show you it's selected.

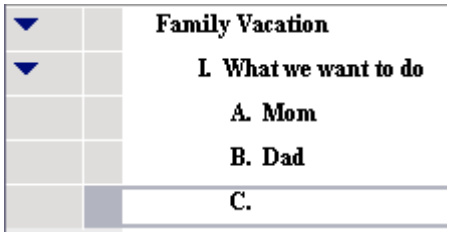
2. On the **Main** toolbar, click the **Topic** button.

   –or–

   On the **Outline** menu, choose **Add Topic**

   Inspiration inserts a new topic below the selected topic and automatically assigns it a prefix.

   If you selected **Dad**, then added a topic, here's where it would appear.

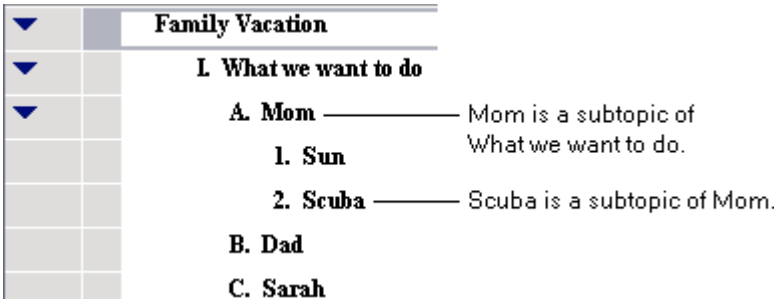
3. Enter your text.

Tip: To add a topic at the same level at which you've been working, press **Command**+**G** (Macintosh) or **Ctrl**+**G** (Windows). For a complete list of keyboard shortcuts, see Using keyboard and mouse shortcuts on page 179.

Adding a subtopic

Subtopics are ideas or pieces of information that are subordinate to or add supplemental information to a topic. When you add a subtopic, it is indented under the topic you have selected.

Here's an example of an outline that includes both topics and subtopics:

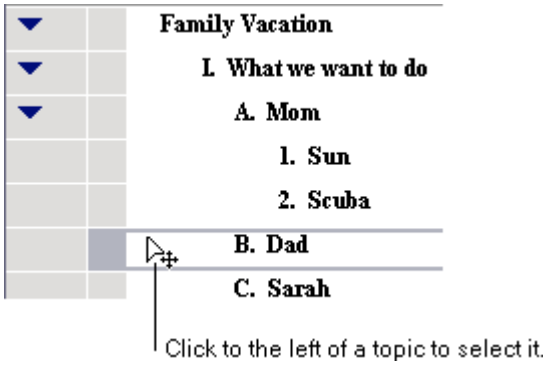


When you add a subtopic to a topic, it's indented one level below the selected topic.

To add a subtopic:

1. Select the topic to which you want to add the subtopic.

   A selection box appears around the topic to show you it's selected.



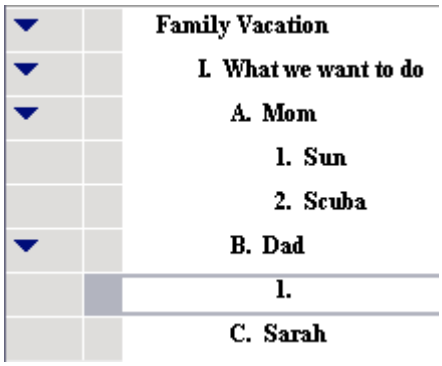
2. On the **Main toolbar**, click the **Subtopic** button.

   –or–

   On the **Outline** menu, choose **Insert Subtopic**.

   Inspiration inserts a new indented subtopic below the selected topic.

   A Subtopic Quick Control appears next to the topic to show that it has a subtopic.

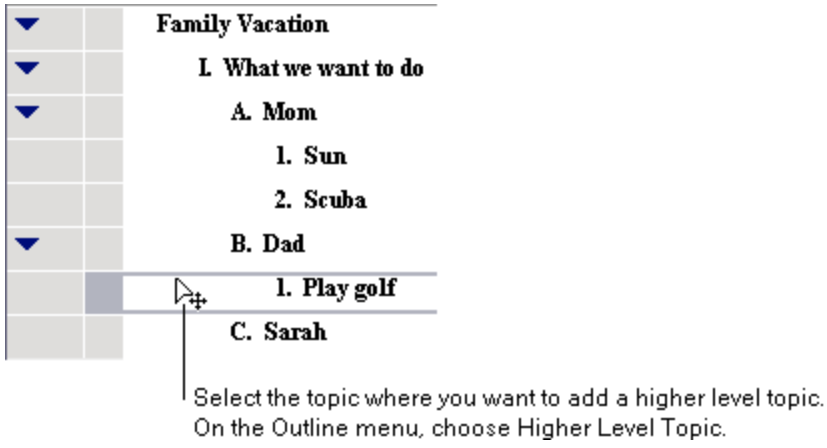


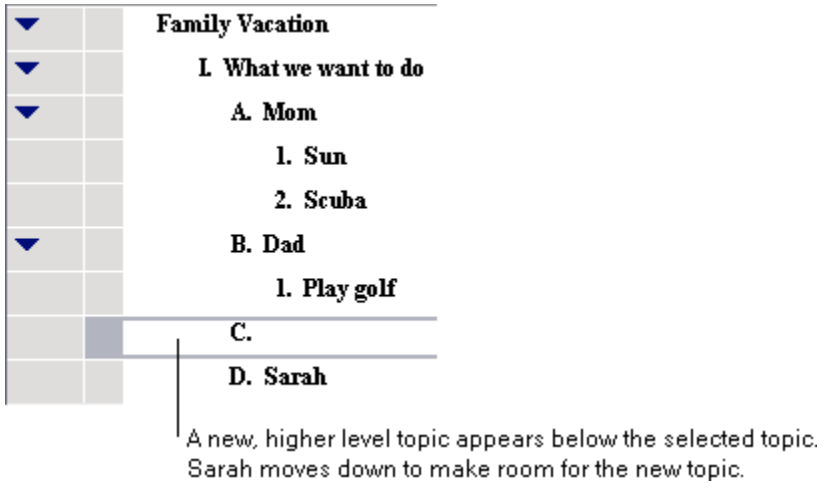
3. Enter the text for the subtopic.

Inserting a higher level topic

As you add topics and subtopics to your outline, you may want to add a new topic that is at a higher level than the topic you are currently working on.

Here's an example:


Family Vacation
I. What we want to do
A. Mom
1. Sun
2. Scuba
B. Dad
1. Play golf
C. Sarah
Select the topic where you want to add a higher level topic.
On the Outline menu, choose Higher Level Topic.



To insert a higher level topic:

1. Select the topic after which you want to insert a higher level topic.
2. On the **Outline** menu, choose **Insert Higher Level Topic**.

   A new topic appears below the topic you selected and at the next higher level in your outline.
3. Enter the text for the new topic.

Note: You can use the Insert Higher Level Topic command for all topics and subtopics except for the Main Idea topic and first level topics. To insert a new main idea, see Inserting a new main idea in an outline on page 97.

Inserting topics or subtopics using smart insert

As you develop your outline, you will find smart insert helpful. Here's how it works:

- If you select a topic that is followed by another topic at the same level, a new topic is inserted after the selected topic.
- If you select a topic that is followed by one or more visible subtopics, a new subtopic is inserted after the selected topic.

To insert a topic or subtopic using smart insert:

1. Select the topic under which you want to insert a new topic or subtopic.

   On the **Outline** menu, choose **Smart Topic Insert**.
2. Enter your text.

Inserting a new main idea in an outline

You can add a topic at the same level as the main idea.

To insert a new main idea:

➢ On the **Outline** menu, choose **Insert New Main Idea**.

A new topic appears at the main idea level.

Adding notes to an outline

Once you've created an outline that includes topics and subtopics, you can develop your ideas by adding notes text. This is where you do your writing. You can add anything from one sentence to multiple paragraphs to several pages of text. You can also insert graphics created in other programs.

To add notes to a topic:

1. Select the topic.
2. Press **Return** (Macintosh) or **Enter** (Windows).

   –or–

   On the **Main** toolbar, click the **Note** button.

   The cursor appears below the selected topic so you can enter your notes text.
3. Enter your notes.

Importing a graphic into notes in an outline

In Windows, you can import GIF, JPEG, PICT, TIFF, Windows Bitmap (*.bmp) and Windows Metafile (*.wmf) files. In Mac OS, you can import GIF, JPEG, PICT, PNG and TIFF files. To import PNG or TIFF files, your computer must have QuickTime. You can insert only one graphic per note. The graphic is inserted at the end of any text you've already entered. If you try to insert a second graphic, it replaces the first.

Tip: To install QuickTime, choose **Get QuickTime** on the **Help** menu.

To import a graphic into notes in an outline:

1. Select the topic where you want to insert the graphic into notes.
2. On the **Edit** menu, choose **Insert**, then select **Graphic**.
3. Select the file, then click **Open**.

Notes:

- You can drag and drop a graphic into notes. Open the folder containing the graphics file. Arrange the program windows so that both the graphics file and the Inspiration window are visible. Drag the graphics file to the topic where you want it to appear in notes.
- You can copy and paste a graphic into notes. In the graphics editing program, copy the image you want to insert into notes. Select the topic where you want to paste the graphic into notes. On the **Edit** menu, choose **Paste**.
- When you import a graphic file that QuickTime does not recognize, Inspiration creates a hyperlink to the file.

Editing text in an outline

You can edit the text you enter for any topic, subtopic or note.

To edit text in an outline:

1. Click the cursor where you want to begin editing.
2. Do one of the following:

   Enter the new text.

   –or–

   Drag to select the text you want to replace, then enter the new text.

To end text editing:

- Click outside the topic.

  –or–

  Press **Shift**+**Return** (Macintosh) or **Shift**+**Enter** (Windows) or the **Escape** key to end text editing and select the topic.

Creating a diagram from an outline

You can easily transform your outline into a diagram by switching to Diagram View. Changes you make in Outline View are automatically made in Diagram View, and vice versa.

To create a diagram from an outline:

- On the Main toolbar, click the **Diagram** button.

  –or–

  On the **View** menu, choose **Diagram**.

Chapter 6: Organizing your outline

After you add topics and notes to an outline, you can arrange and edit the content.

Viewing the outline as you work

Sometimes it's helpful to limit how many levels of the outline you see while you're working. You may also want to zoom in so you can see a larger view of your outline on screen as you're working. You can also focus your attention on a particular topic and its subtopics by displaying only that topic and its subtopics on your screen.

Specifying how many outline levels to show

As you work, it's sometimes helpful to show only some outline levels below a topic. You can do this by selecting a topic that has subtopics, then specifying how many levels of subtopics you want to see.

To specify the levels of subtopics to show:

1. Select the topic or subtopic.

   You're going specify how many levels of subtopics to show below the selected topic.

2. On the **View** menu, choose **Levels**, then select the levels of subtopics to show.

   Only the levels of subtopics you chose appear for the selected topic. All subtopics below the level you specified are hidden.

Focusing on one topic and its subtopics

You can hide parts of your outline while you work so you can focus on a specific section of your outline. When you focus in, you have the entire screen to work in.

To focus on one topic and its subtopics:

1. Select the topic you want to focus on.
2. On the **View** menu, choose **Focus In**.

   The topic and its subtopics appear alone on the screen where you can work on them without being distracted by the rest of the outline.

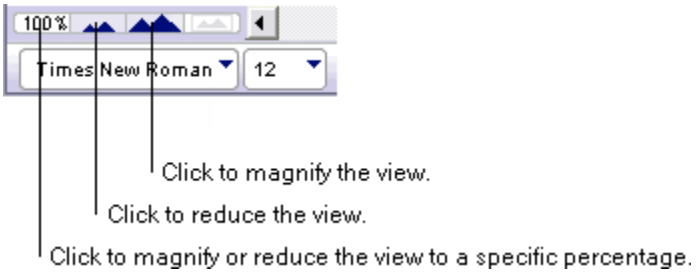
3. To display your complete outline again, on the **View** menu, choose **Focus Out**.

   The entire outline reappears, including the topic you focused in on and its changes.

Tip: You can use the Focus In command as often as you want to isolate topics and subtopics as you work.

Magnifying or reducing the view of an outline

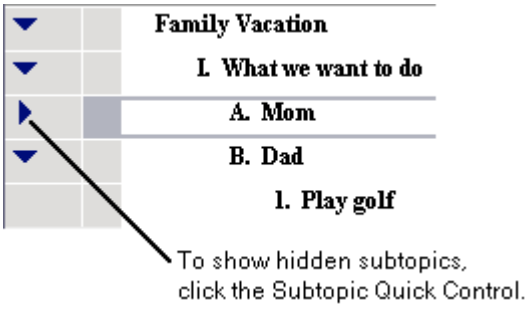
When you want to reduce the size of the document in the window, you zoom out. When you want to magnify the document, you zoom in. You can zoom in or out to a specific percentage. Use the buttons in the lower left of the window to zoom in or out.


100%
Times New Roman
12
Click to magnify the view.
Click to reduce the view.
Click to magnify or reduce the view to a specific percentage.

Showing or hiding subtopics in an outline

To make it easier to organize your outline, it's often useful to hide the subtopics so you can concentrate on the main topics. You can show or hide subtopics for individual topics as well as for the entire outline.

When the Subtopic Quick Control is displayed in the column to the left of a topic, the topic has hidden subtopics.



Tip: You can also double-click the topic prefix to show or hide subtopics.

To show a topic's subtopics:

- Click the Subtopic Quick Control .

  –or–

1. Select the topic.
2. On the **View** menu, choose **Subtopics**, then select **Show**.

To show all subtopics in an outline:

- On the **View** menu, choose **Subtopics**, then select **Show All**.

To hide a topic's subtopics:

➢ Click the Subtopic Quick Control .

–or–

1. Select the topic.
2. On the **View** menu, choose **Subtopics**, then select **Hide**.

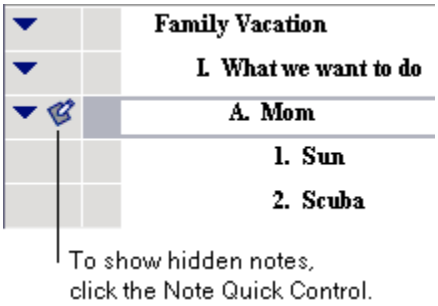
To hide all subtopics in an outline:

➢ On the **View** menu, choose **Subtopics**, then select **Hide All.**

Showing or hiding notes in an outline

You many want to hide your notes so you can work with the high-level organization of the outline. You can show or hide notes for selected topics, and you can show or hide notes for all the topics in an outline.

The Note Quick Control indicates the state of the topic's note, as either hidden or showing .



To show a topic's note:

➢ Click the Note Quick Control .

–or–

1. Select the topic.
2. On the **View** menu, choose **Notes**, then select **Show**.

To show all notes in an outline:

➢ On the **View** menu, choose **Notes**, then select **Show All**.

To hide a topic's note:

➢ Click the Note Quick Control .

–or–

1. Select the topic.
2. On the **View** menu, choose **Notes**, then select **Hide**.

To show all notes in an outline:

- On the **View** menu, choose **Notes**, then select **Hide All**.

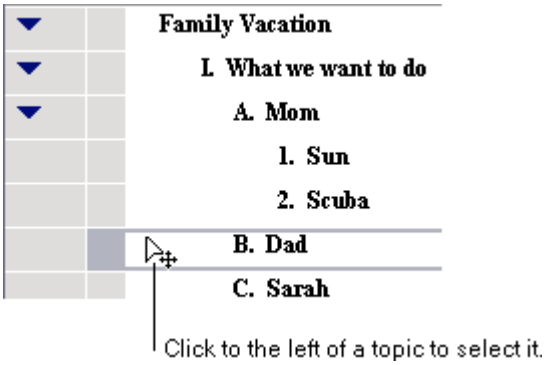
Selecting all or part of the outline

You can select one or multiple topics and subtopics. You can also use special commands on the Edit menu to select all or part of an outline.

Selecting topics and subtopics in an outline

To select a topic:

- Click to the left of the topic.



To select multiple topics:

- Hold down the **Shift** key, then select each topic.

Selecting all topics at a particular level

1. Select a topic at the level you want to select all topics.
2. On the **Edit** menu, choose **Select**, then select **This Level**.

Selecting all subtopics for a specific topic

1. Select the topic that has the subtopics you want to select.
2. On the **Edit** menu, choose **Select**, then select **Subtopics**.

Selecting everything in an outline

1. Select a topic.
2. On the **Edit** menu, choose **Select All**.

Copying, cutting and pasting in an outline

Deleting a topic

As you're working, you may want to delete a topic in your outline. When you delete a topic, you automatically delete its subtopics. If you don't want to delete the subtopics, you can copy and paste them elsewhere, or you can promote them one level so they are no longer subtopics. For more information about promoting a set of subtopics, see Promoting a set of subtopics to topics on page 107.

To delete a topic:

1. Select the topic.
2. Do one of the following:

   Press the **Delete** key.

   –or–

   On the **Edit** menu, choose **Clear**.

Copying and pasting a topic

You can copy one or more topics and their subtopics and then paste them into another location. Or you can paste them into another outline or into a document in another program. When you copy a topic, its subtopics are copied as well.

To copy and paste a topic:

1. Select the topic.
2. On the **Edit** menu, choose **Copy**.
3. Select the topic under which you want to paste the topic.
4. On the **Edit** menu, choose **Paste**.

The topic and its subtopics appear in the new location. The original topic and its subtopics remain in their original location.

Cutting and pasting a topic

You can cut one or more topics and their subtopics and then paste them into another location. Or you can paste them into another outline or into a document in another program. When you cut a topic, the topic and its subtopics are removed from the outline.

To cut and paste a topic:

1. Select the topic.
2. On the **Edit** menu, choose **Cut**.
3. Select the topic under which you want to paste the topic.
4. On the **Edit** menu, choose **Paste**.

The topic and its subtopics appear in the new location. The original topic and its subtopics are removed.

Moving topics in the outline

You can move a topic to change its order in an outline. And you can move a topic to change its level in the outline hierarchy.

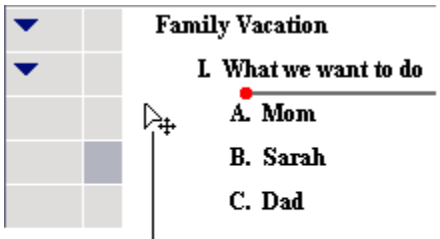
Moving a topic by dragging it

You can drag a topic (and its subtopics) up or down in the outline, keeping the topic at the same level. You can also drag topics to the right or left, changing the topic's level.

To move a topic by dragging it:

1. Select the topic, then drag it to the new location in the outline.

   While you drag, the topic remains in its original position until you release the mouse button. You can tell where the topic's new location will be by watching the black line as you drag. The arrow on the line indicates the level of the topic's new location.



As you drag a topic, use the black line and the red dot to locate the topic. The black line shows the topic location. The red dot shows the level of the topic in the hierarchy.

2. When the topic is at the level where you want it to appear, release the mouse button.

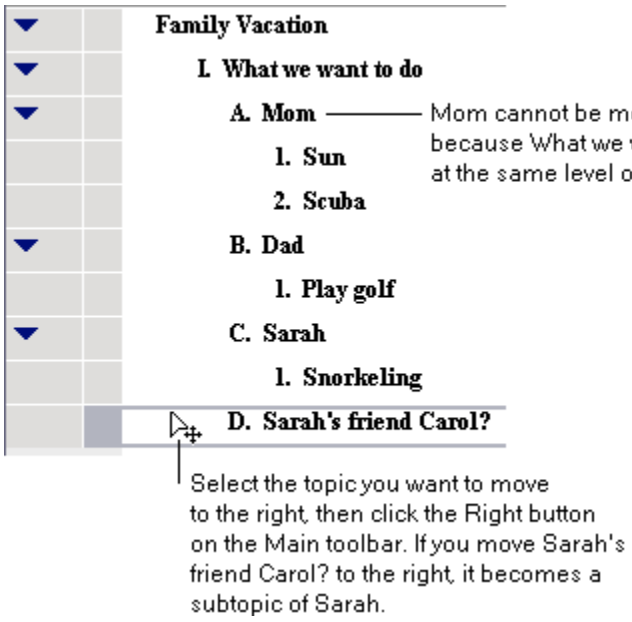
The topic (and subtopics) appears in the new location.

Moving a topic to the right

If you find that a topic belongs at a lower level in your outline, you can move it to the right. You can also move topics to the left so they are at a higher level. To use the Right tool, the topic immediately above the topic you want to move must be at the same level or lower.

You can also move topics to the right using the Demote command. For more information, see Demoting a set of topics to subtopics on page 108.

1. Select the topic.


Family Vacation
I. What we want to do
A. Mom
Mom cannot be moved to the right because What we want to do is not at the same level or lower.
1. Sun
2. Scuba
B. Dad
1. Play golf
C. Sarah
1. Snorkeling
D. Sarah's friend Carol?
Select the topic you want to move to the right, then click the Right button on the Main toolbar. If you move Sarah's friend Carol? to the right, it becomes a subtopic of Sarah.

2. On the **Main** toolbar, click the **Right** button

–or–

On the **Outline** menu, choose **Move Right**.

The topic moves to the right, making it a subtopic of the topic. If the topic has subtopics, they are moved also and maintain their subtopic status.

Moving a topic to the left

If you find that a topic belongs at a higher level in your outline, you can move it to the left. You can also move subtopics to the left using the Promote command on the Outline menu.

To move a topic to the left:

1. Select the topic.
2. On the **Main** toolbar, click the **Left** button.

–or–

On the **Outline** menu, choose **Move Left.**

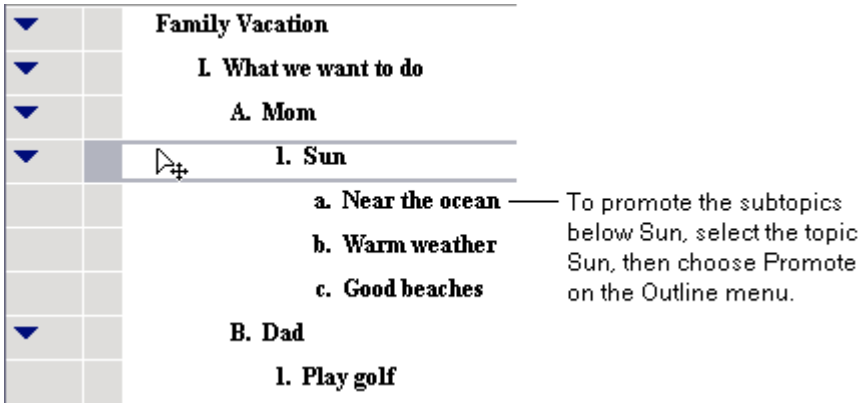
The topic moves to the left, which raises it one level. If the topic has subtopics, they are moved also and maintain their subtopic status.

Promoting a set of subtopics to topics

When you have a number of subtopics you want to move to the left—that is, to promote them in the outline hierarchy—you can move them all at the same time. When you promote a set of subtopics, they become parallel to the selected topic. Any subtopics contained by topics you promote also move one level to the left.

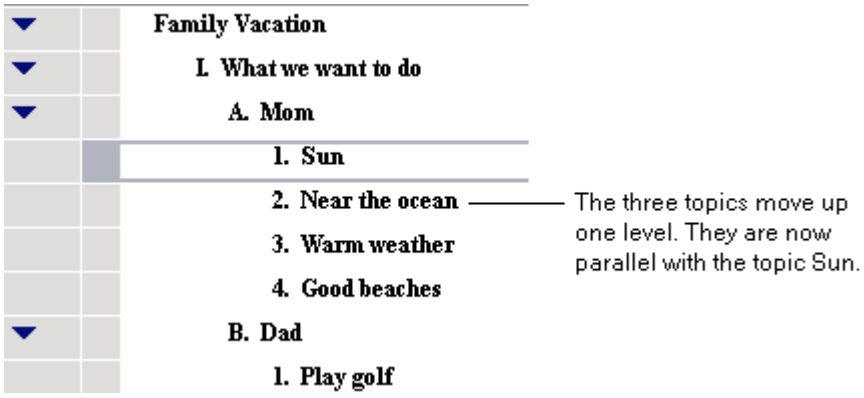
To promote a set of subtopics to topics:

1. Select the topic that contains the subtopics.


Family Vacation
I. What we want to do
A. Mom
1. Sun
a. Near the ocean
b. Warm weather
c. Good beaches
B. Dad
1. Play golf
To promote the subtopics below Sun, select the topic Sun, then choose Promote on the Outline menu.

2. On the **Outline** menu, choose **Promote**.

The subtopic or subtopics move to the left one level, raising them in the outline hierarchy.


Family Vacation
I. What we want to do
A. Mom
1. Sun
2. Near the ocean
3. Warm weather
4. Good beaches
B. Dad
1. Play golf
The three topics move up one level. They are now parallel with the topic Sun.

Demoting a set of topics to subtopics

When you want to move a set of topics one level to the right—or demote them in the outline hierarchy—you can move them all at once. When you demote a set of topics, they become subtopics to the selected topic. Any subtopics contained by topics you demote also move one level to the right.

To demote a set of topics:

1. Select the topic immediately above the set of topics you want to move to the right.
2. On the **Outline** menu, choose **Demote**.

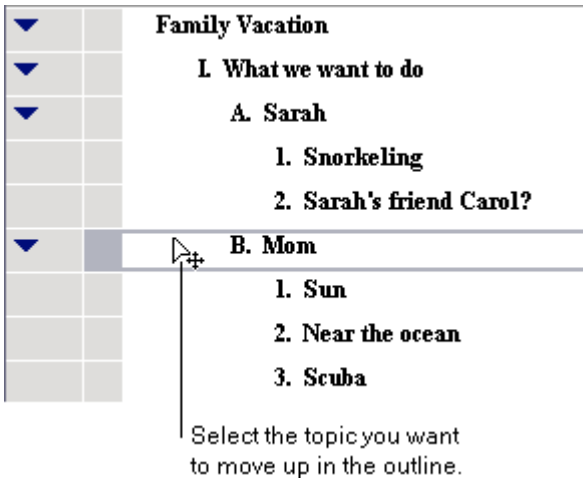
The topics move to the right one level, making them subtopics of the selected topic.

Moving a topic up in an outline

You can move or flip a topic and its subtopics to a higher position in the order of an outline.

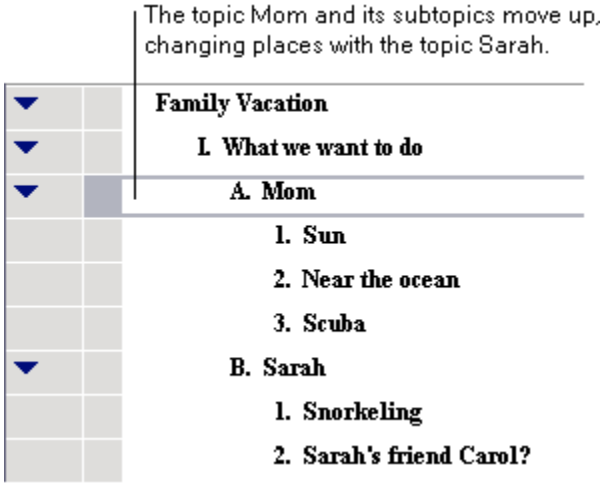
To move a topic up in the outline order:

1. Select the topic.



2. On the **Outline** menu, choose **Flip Up**.

   The topic and its subtopics move up, changing places with the topic above it.


The topic Mom and its subtopics move up, changing places with the topic Sarah.
Family Vacation
I. What we want to do
A. Mom
1. Sun
2. Near the ocean
3. Scuba
B. Sarah
1. Snorkeling
2. Sarah's friend Carol?

Moving a topic down in an outline

You can move or flip a topic and its subtopics to a lower position in the order of an outline.

To move a topic down in the outline order:

1. Select the topic.
2. On the **Outline** menu, choose **Flip Down**.

The topic and its subtopics move down, changing places with the topic below it.

Consolidating several topics under one topic

You can consolidate ideas that are scattered throughout the outline under one topic. You can also choose to copy the selected topics and place them under one topic, while leaving the originals intact in the outline.

To consolidate several topics under one topic:

1. Select the topic under which you want to place the other topics.
2. Hold down the **Shift** key, then select the topics you want to consolidate.

   A dotted rectangle appears around each topic you select.

   You don’t need to select each subtopic.
3. On the **Outline** menu, choose **Collect and Move**.
4. Do one of the following:

   Select **Move Collected Topics** to move the topics under the selected topic.

   –or–

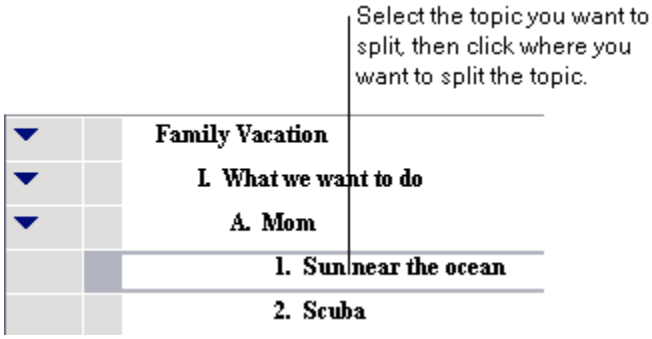
   Select **Copy Collected Topics** to copy the topics and place them under the selected topic, and leave the originals intact in the outline.
5. Click **OK**.

Splitting a topic into two topics

If you discover that a topic contains two ideas, you can split it into two separate topics. When you split a topic that has no subtopics, both parts remain at the same level in your outline. When you split a topic that has a subtopic, the second part becomes a subtopic. You can also split notes text. When you do this, the information in front of the cursor remains notes text and the remainder becomes a new topic.

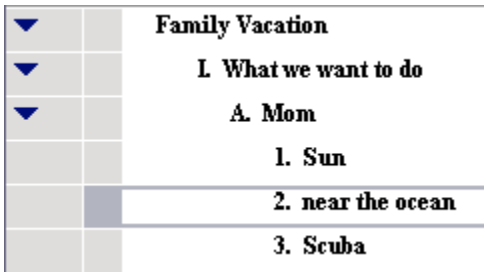
To split a topic or notes text:

1. In the topic or the notes text, click where you want to split the text.


Select the topic you want to split, then click where you want to split the topic.
Family Vacation
I. What we want to do
A. Mom
1. Sun near the ocean
2. Scuba

2. On the **Outline** menu, choose **Split Topic**.

   The topic or notes text divides.



Creating a topic that includes line breaks

You might want to break a longer topic into several lines. For example, you may want to have a list of information appear as one topic with each item having its own line. Then, when you switch to Diagram View, the list appears in one symbol.

Normally, when you press Return (Macintosh) or Enter (Windows) at the end of a topic in Outline View, Inspiration automatically changes to notes text mode. You can override this by using the Set Notes Text command on the Outline menu.

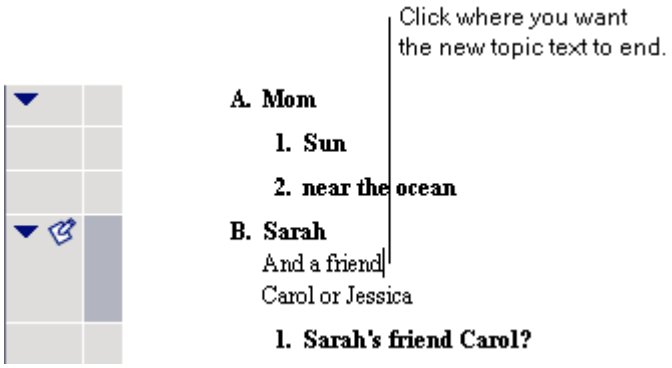
To create a topic that includes line breaks:

1. Select the topic to which you want to add more text, then press **Return** (Macintosh) or **Enter** (Windows).

   A blinking cursor appears on the next line. You're now ready to add notes text, which you will convert to topic text.

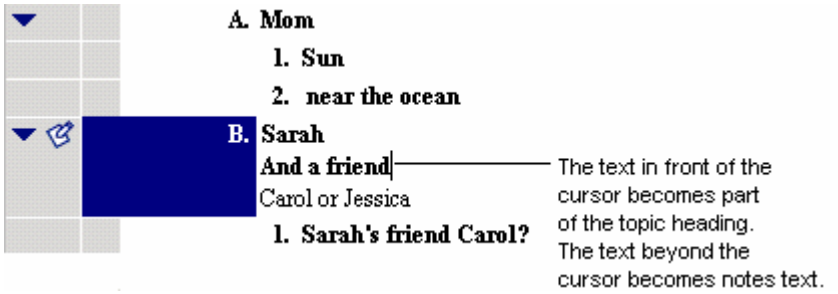
2. Enter your text, pressing **Return** (Macintosh) or **Enter** (Windows) wherever you want a line break.

3. When you finish, click in the text where you want the topic text to end.



4. On the **Outline** menu, choose **Set Notes Text**.

   All text in front of the cursor becomes part of the topic heading. Any text beyond the cursor becomes notes text.



Sorting topics

You can sort topics or subtopics in ascending or descending alphanumeric order. This command is useful when you're creating a list of names and addresses in Outline View, for example.

You can also sort topics by the state of the checkbox associated with each topic. To sort topics by the state of the checkbox, you must first show the checkboxes (choose **Show Checkboxes** on the **View** menu). You can also sort checked topics. For more information, see Sorting checked topics on page 129.

To sort topics:

1. Select the main idea or a topic, then choose **Sort** on the **Outline** menu.

   The Sort dialog box appears.

2. Under **Sort**, do one of the following:
   - Select **Entire Outline** to sort all the topics in the outline.
   - Select **Subtopics** to sort the subtopics for the selected topic.
3. Under **Key**, do one of the following:
   - Select **Topic Text** to sort your outline in alphanumeric order
   - Select **Checklist** to sort your outline by the state of the checkbox associated with each topic.
4. Under **Order**, select **Ascending** or **Descending**.
5. Click **OK**.

The topics at the level you selected are rearranged in the order you choose.

Chapter 7: Enhancing your outline

After you add topics and notes and arrange and edit the content in your outline, you can use the many options for formatting text and prefixes to visually enhance the content.

Formatting text in an outline

You can change the look of the text in your topics and notes using the tools on The Formatting toolbar in Outline View and the commands on the Text menu. You can select your favorite font, change the text size, and make text bold or italic, for example.

Changing the font

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Font** box

, then select a font.

   –or–

   On the **Text** menu, choose **Font**, then select a font.

Tip: If you're using Windows, you can change the fonts that appear on the Inspiration Font menu. For more information see, Customizing the font menu on page 176.

Changing text size

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Text Size** box

, then select a text size.

   –or–

   On the **Text** menu, choose **Size**, then select a text size.
3. To use a size that doesn't appear on the text size menu, choose **Other**.
4. Enter a text size, then click **OK**.

Tip: To increase or decrease the size of selected text one point size at a time, on the **Text** menu, choose **Size**, then select **Increase** or **Decrease**.

Applying bold formatting to text

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Bold** button

.

   –or–

   On the **Text** menu, choose **Style**, then select **Bold**.

Italicizing text

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Italic** button .

   –or–

   On the **Text** menu, choose **Style**, then select **Italic**.

Underlining text

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Underline** button .

   –or–

   On the **Text** menu, choose **Style**, then select **Underline**.

Changing text color

1. Select the text or object.
2. On the **Formatting** toolbar, click the **Text Color** button , then select a color.

   –or–

   On the **Text** menu, choose **Color**, then select a color.

Justifying text

1. Select the text or object.
2. On the **Text** menu, choose **Justify**, then select **Left**, **Center** or **Right**.

Applying superscript formatting

1. Select the text or object.
2. On the **Text** menu, choose **Style**, then select **Superscript**.

   –or–

   Press **Shift**+**Cmd**+**5** (Macintosh) or **Shift**+**Ctrl**+**5** (Windows).

Applying subscript formatting

1. Select the text or object.
2. On the **Text** menu, choose **Style**, then select **Subscript**.

   –or–

   Press **Shift**+**Cmd**+**6** (Macintosh) or **Shift**+**Ctrl**+**6** (Windows).

Changing text to all capital letters

1. Select the text or object.
2. On the **Text** menu, choose **Style**, then select **ALL CAPS**.

Returning text to the default style

If you select text and make changes to its appearance, you can easily return the text to its original style by using the **Revert To Style** command on the **Text** menu.

To return text to the default style:

1. Select the text or objects that you want to change back to the default style.
2. On the **Text** menu, choose **Revert to Style**.

Working with prefixes

There are a variety of prefix styles you can use with your outlines. The Inspiration default is the standard Roman Numeral style, but you might find that a bullet serves your purpose if your outline is simple. Or you might want to use the Legal style if your outline is very complex. You can even create your own custom prefixes.

➢ On the **Formatting** toolbar, click the **Prefix** button , then select a prefix style from the following choices:

- Working Format: You see the + and - signs indicating whether there are notes and subtopics both on screen and on printed copies.
- Roman numerals: Uses Roman Numerals for main topics (I, II, III, A, B, C, 1, 2, 3, etc.)
- AlphaNumerals: Uses upper case letters to label main topics in outline documents. Otherwise like the Roman Numeral format (A, B, C, 1, 2, 3, a, b, c, etc.)
- Legal: Uses numbers for each level and includes the first level prefix as part of the second level and so on (1.0, 2.0, 1.1, 1.2, 1.1.1, 1.1.2, etc.)
- Numeric: Uses numbers for each level (1, 2, 3, 1, 2, 3, etc.) in an outline document.
- No Prefix: On printed outline documents, there are no prefixes.
- Bullets: Uses a single bullet for all levels in an outline document.
- Power Outlining: Assigns the same number or letter to all topics at a specific level.
- Custom: Lets you specify your own system of prefixes in an outline document.

Formatting prefixes

You can change the font and text style of the prefixes in an outline.

To format prefixes:

1. On the **Formatting** toolbar, click the **Prefix** button , then select **Custom**.
2. Select the **Custom Font and Style** checkbox.
3. On the **Font** list, select a font.
   - To apply bold formatting to the prefixes, select the **Bold** checkbox.
   - To italicize the prefixes, select the **Italics** checkbox.
   - To underline the prefixes, select the **Underline** checkbox.
4. Click **OK** to apply the formatting.

Adding a prefix at the main idea level

➢ On the **Formatting** toolbar, click the **Prefix** button, then select **Start at Main Idea**.

Creating custom prefixes

1. On the **Formatting** toolbar, click the **Prefix** button , then select **Custom**.
2. To start the outline at the main idea level, select the **Start at Main Idea** checkbox.
3. In each outline **Level** box, enter the prefix you want.
   - To use a format in which topics at the same level are numbered or lettered sequentially, for example 1, 2, 3 or A, B, C, select the **Sequential Prefixes** checkbox.
   - To use a format in which topics at the same level have the same prefix, for example 1, 1, 1 or A, A, A, clear the **Sequential Prefixes** checkbox.
   - To include the first level prefix as part of the second level, and so on, select the **Appending Prefixes** checkbox.

   To use a format in which prefixes at higher levels are repeated at lower levels, select the **Repeat Prefixes** checkbox. In the **From Level** checkbox, enter the first prefix you want to repeat. In the **To Level** box, enter the last prefix you want to repeat. For example, if you enter From Level 1 to Level 3, the prefixes for those levels will be repeated in the next three levels and so on.
4. Click **OK**.

Showing or hiding the prefixes

➢ On the **Outline** menu, choose **Show Prefixes**.

The prefixes show when a check appears next to **Show Prefixes** on the **Outline** menu.

Changing the background color in an outline

You can change the color of the background that appears on your screen.

To change the background color:

➢ On the **Effect** menu, choose **Background Color**, then select a color.

Changing the defaults in your current outline

You can set the defaults for any or all topic levels and notes. The default options include font, text size, text color and other style choices. When you change the defaults, the changes apply only to the document you are working on, not to new Inspiration documents. To change the default settings for the Inspiration program, see Changing the default settings for the Inspiration program on page 171.

To change the defaults in your current outline:

1. On the **Formatting** toolbar, click the **Topic Defaults** button .

   –or–

   On the **Edit** menu, choose **Topic Defaults**.

2. Select the outline level for which you want to change the defaults.

To choose defaults for . . .	. . . select
All text in the outline, including topics and notes, and all text in Notes List View	All Items
Main Idea and all topic levels in the outline	All Topic Levels
A specific level in the outline	The level, for example Main Idea or Level 1, and so on
All text in Notes List View	Notes List Topics
All notes text in the outline	Notes Text

3. Select defaults for font, type size, font color, and text style.
4. Do one of the following:

   To preview the changes and leave the Topic Defaults dialog box open, click **Preview**. Select another outline level or type of text and select defaults.

   –or–

   To apply the changes and close the Topic Defaults dialog box, click **OK**.

Chapter 8: Enriching the content of your documents

Working with hyperlinks

You can enrich your Inspiration documents by adding hyperlinks that connect your document to other documents, including web sites, Inspiration documents and files created in other programs. You can also create hyperlinks that are email addresses that when clicked open the user's email program.

Creating hyperlinks

You can add hyperlinks to symbols, links, topics, and notes as well as text boxes created using the Draw tools.

Inserting a hyperlink to a web page

To insert a hyperlink to a web page:

- Copy and paste the Internet address onto your document.

  –or–

- Drag and drop the Internet address onto your document.

  –or–

- Type the Internet address in your document.

  For example, type "www.inspiration.com."

To insert a hyperlink to a web page using selected text:

1. Select the text to be displayed as a hyperlink.

   For example, select the text "Please visit our web site."

2. On the **Main** toolbar, click the **Hyperlink** button.

3. Select **Web Page**.
4. In the **Link To** box, type the Internet address (URL) following the "http://" prefix.

   For example, type "www.inspiration.com."

5. Click **OK**.

Inserting a hyperlink to another file

You can insert hyperlinks to Inspiration documents, Microsoft Word documents, or any other type of file on your computer. After you insert hyperlinks, you can make copies of your Inspiration document and all hyperlinked files using the **Gather Hyperlinked** files command on the **File** menu.

Note: Graphics files are inserted as symbols, video files are inserted as video symbols and audio files are inserted as attached sound files.

To insert a hyperlink to another file:

- Copy and paste the file onto your document.

  –or–

- Drag and drop the file onto your document.

  –or–

- Click the **Hyperlink** button on the **Main** toolbar.

To insert a hyperlink to another file using selected text:

1. Select the text to be displayed as a hyperlink.

   For example, if you want to create a hyperlink to a document about reptiles, you might select the text “Read more about reptiles.”

2. On the **Main** toolbar, click the **Hyperlink** button.

   The selected text appears in the **Hyperlink Text** box. You can edit the text.

3. Click **Select File**.

   For example, you might want to create a hyperlink to a document called “Reptile Reference.doc.”

   The Hyperlink dialog appears with the path and name of the file you selected in the **Link To** box.

4. Select the document, then click **OK**.

5. Click **OK**.

Inserting a hyperlink to a new Inspiration document

You can insert a hyperlink to a new Inspiration document that you create "on the fly." The new document is connected to the document you are currently working on using a hyperlink.

To insert a hyperlink to a new Inspiration document:

1. Select the text to be displayed as a hyperlink.

   For example, if you want to create a separate bibliography you might select the text "Bibliography." If you don't select any text, Inspiration automatically inserts the name of the new file at the insertion point in the document.

2. On the **Main** toolbar, click the **Hyperlink** button.

3. Select **New Inspiration Document**.

   The selected text appears in the **Hyperlink Text** box. You can edit the text.

4. **C**lick **OK**.

   The Save dialog appears with the selected text as the file name.

5. Navigate to the folder where you want to save the file.

   Inspiration automatically opens the folder where the original document is located.

6. Type a name for the file, then click **Save**.

The new document opens with the same defaults as the original document.

Inserting a hyperlink to an email address

You can insert a hyperlink to an email address. For example, you might create a hyperlink that reads “Contact me” or “Send me email.” When the reader of your document clicks the hyperlink, an email message with the correct email address in the **To:** line is created, provided the reader has an email program installed.

Note… Email hyperlinks work properly only if the reader of the document has an email program installed and has access to an authorized email system. For more information, consult the documentation for your computer or your system administrator.

To insert a hyperlink to an email address:

1. Select the text to be displayed as a hyperlink.

   For example, select the text “Send me email.” If you don’t select any text, Inspiration automatically inserts the email address at the insertion point in the document.

2. On the **Main** toolbar, click the **Hyperlink** button.

3. Select **Email**.

   The selected text appears in the **Hyperlink Text** box. You can edit the text.

4. In the **Mail To:** box, type the email address.

   For example, “techsupport@inspiration.com.”

5. Click **OK**.

Inserting a hyperlink using drag and drop

You can add hyperlinks by dragging and dropping hyperlinked text or pictures from your web browser onto the document. File hyperlinks can also be inserted by dragging them from your desktop.

To insert a hyperlink to a web page or email address using drag and drop:

- Drag the hyperlinked text or picture from your web browser onto your Inspiration document.

To insert a hyperlink to another file using drag and drop:

- Drag the file you want to hyperlink to onto your Inspiration document.

Turning automatic formatting of hyperlinks on or off

Inspiration automatically formats Internet addresses (URLs) as hyperlinks with blue, underlined text. For example, if you type "www.inspiration.com" in your document, the text will automatically display as a hyperlink.

You can turn off automatic formatting of hyperlinks if you do not want Internet addresses (URLs) to be displayed as hyperlinks.

To turn automatic formatting of hyperlinks on or off:

- On the **Tools** menu, choose **Hyperlink**, then select **URL Auto-detection**.

  Automatic formatting of hyperlinks is on when a check appears next to **URL Auto-detection** on the **Tools > Hyperlink** menu.

  –or–

1. On the **Utility** menu, choose **Preferences**
2. Click **Behaviors**.
3. Select the **URL Hyperlink Auto-detection** checkbox.

Automatic formatting of hyperlinks is on when a check appears in the **URL Auto-detection** checkbox.

Turning hyperlinks on or off

You can make the hyperlinks in a document unavailable. This can be useful when you want to edit hyperlinks or when you don't want a reader of the document to follow the hyperlinks.

To turn hyperlinks on or off:

- On the **Tools** menu, choose **Hyperlink**, then select **Live Hyperlinks**.

  Hyperlinks are available when a check appears next to **Live Hyperlinks** on the **Tools > Hyperlink** menu.

  –or–

1. On the **Utility** menu, choose **Preferences**
2. Click **Behaviors**.
3. Select the **Live Hyperlinks** checkbox.

Hyperlinks are available when a check appears in the **Live Hyperlinks** checkbox.

Gathering hyperlinked files

When a document contains hyperlinks to other files, you can use the Gather Hyperlinked Files command to create one folder that contains a copy of the original file and a folder containing a copy of each hyperlinked file. This procedure makes it easy to manage the files and distribute them to other people.

To gather hyperlinked files:

1. On the **File** menu, choose **Gather Hyperlinked Files**.
2. In the **Gather into folder** box, type a name for the folder.
3. Click **Save**.

Inspiration creates a new folder containing a copy of your original document and a folder containing a copy of each hyperlinked file. The original documents remain in their original location.

Following a hyperlink

- Click a hyperlink to go to the linked file or web page.

  –or–

  Select the item—symbol, link, note, draw object or topic—containing the hyperlink. On the **Tools** menu, choose **Hyperlink**, then select **Launch**.

Note: When you select an object that contains more than one hyperlink, Inspiration follows the first hyperlink.

Editing a hyperlink

1. Click directly before the first character in the hyperlink or directly after the last character.
2. Drag the cursor across the hyperlink.

   Tip: You can also use the arrow keys to move the cursor inside the link.
3. Edit the text, then click away from the link.

You can also make hyperlinks unavailable when you want to edit a hyperlink. Making hyperlinks unavailable prevents you from unintentionally following a hyperlink when you are editing it. See Turning hyperlinks on or off on page 124.

Removing a hyperlink

- Select the hyperlink, then press the **Clear** (Macintosh) or **Delete** (Windows) key.

  –or–

1. Place the cursor inside the hyperlink.
2. On the **Tools** menu, choose **Hyperlink**, then select **Insert**.
3. Click **Remove Hyperlink**.

Working with audio

You can use audio tools to learn about Inspiration, illustrate and expand document content and listen to document content.

- Use the Talking Interface to read the text in menus, buttons and other program elements on-screen.
- Record audio using the **Insert Video or Sound** command on the **Tools** menu.
- Import audio files created in other programs.
- Use the Listen tool to read the content in a document.

Choosing the computer voice

You can choose the voice that the computer uses when you use the Listen tool or the Talking Interface.

To choose the computer voice:

1. On the **Tools** menu, choose **Voices**.
2. Select a voice, then click **Choose**.

Automatically read text in program menus and buttons

1. On the **Utility** menu, choose **Preferences**.
2. Click **Audio**.
3. Select the **Talking Interface** check box.

The computer automatically reads text in program menus and buttons when a check appears in the **Talking Interface** check box.

Listening to symbol or topic text in a document

To listen to the text of symbols or topics in a document, you must first show the Listen tool on the Main toolbar. To show the **Listen tool** on the **Main toolbar**, see Showing or hiding the Listen tool on the Main toolbar on page 127.

To listen to symbol or topic text in a document:

1. On the **Main** toolbar, click the **Listen** button.

2. To listen to the text in an item, select it.
3. To turn off the **Listen** tool, click the **Listen** button.

Showing or hiding the Listen tool on the Main toolbar

1. On the **Utility** menu, choose **Preferences**.
2. Click **Audio**.
3. Select **Listen tool**, then click **OK**.

The Listen tool is displayed on the **Main** toolbar when a check appears in the **Listen Tool** check box.

Recording and playing audio

You can record audio and attach it to a symbol or topic. To record audio, you must turn on sound recording in Preferences, and your computer must have a microphone. You can attach one recording or audio file to each symbol or topic.

To turn on sound recording, see Turning recording on or off on page 127.

To record a sound:

1. Select the symbol or topic.
2. On the **Tools** menu, choose **Insert Video or Sound**, then select **Record Sound**.
3. In the recording control box, click **Record** to begin recording.
4. Generate the sound.

   The maximum length of a recorded sound is 30 seconds. You can click **Stop** at any time to end recording.
5. When you finish recording, click **Save**.

Click the **Audio Quick Control** to play the recording.

Turning recording on or off

1. On the **Utility** menu, choose **Preferences**.
2. Click **Audio**.
3. Select **Sound Recording**, then click **OK**.

You can record sound when a check appears in the **Sound Recording** check box.

Attaching an audio file to a symbol or topic

You can attach AIFF, Midi, MP3 and WAV files to symbols and topics. You can attach one audio file or one recorded sound to each symbol or topic. To attach an audio file, your computer must have QuickTime. To install QuickTime, choose **Get QuickTime** on the **Help** menu.

To attach an audio file to a symbol or topic:

1. Select the symbol or topic.
2. On the **Tools** menu, choose **Insert Video or Sound**, then select **Sound File**.
3. Open the folder where the audio file is located.
4. Select the file, then click **Open**.

Click the **Audio Quick Control** to play the recording.

Playing a recording

- Click the **Audio Quick Control** on the symbol or topic.

–or–

1. Select the symbol or topic.
2. On the **Tools** menu, choose **Play**, then select **Sound**.

Erasing a recording

1. Select the symbol or topic with the recording.
2. On the **Tools** menu, choose **Remove Sound**.

Working with the checklist

As you work on a document, you can use the checklist to track your progress. When you check a symbol in Diagram View, the corresponding topic in Outline View is also checked.

You can use Smart Checklist to automatically check subtopics when you check a symbol or topic and vice versa. When Smart Checklist is on, checking a symbol or topic automatically checks its subtopics. Likewise, checking off all the subtopics below a symbol or topic automatically checks the symbol or topic.

To show or hide the checklist:

- On the **Tools** menu, choose **Show Checklist**.

The checkboxes show when a check appears next to **Show Checklist** on the **Tools** menu.

In Diagram View, a checkbox is displayed to the left of a topic. In Diagram View, a checkbox is displayed at the lower right of the symbol.

To turn Smart Checklist on or off:

➢ On the **View** menu, choose **Smart Checklist**.

Smart Checklist is on when a check appears next to **Smart Checklist** on the **Tools** menu.

Sorting checked topics

In Outline View, you can sort topics by the state of the checkbox associated with each topic. To sort topics by the state of the checkbox, you must first enable **Show Checkboxes** on the **Tools** menu. When you sort checked items, topics at the level you selected can be arranged with checked items first (ascending) or checked items last (descending).

To sort checked topics:

1. Select the main idea or a topic, then choose **Sort** on the **Outline** menu.
2. Under **Sort**, do one of the following:
   - Select **Entire Outline** to sort all the topics in the outline.
   - Select **Subtopics** to sort the subtopics for the selected topic.
3. Under **Key**, select **Checklist** to sort your outline by the state of the checkbox associated with each topic.
4. Under **Order**, do one of the following:
   - Select **Ascending** to arrange the topics with checked items first and unchecked items last.
   - Select **Descending** to arrange topics with checked items last and unchecked items first.
5. Click **OK**.

Summing numbers and dollars

The Summation feature is useful whenever you need quick, simple addition. When Inspiration sums, it looks for numbers in each level of subtopics under the selected topic. The values are added, then inserted in the selected topic at the insertion point. If the topic is selected and you are not in the text editor, the total is placed at the end of the topic. If a number already exists in the topic, Inspiration replaces the number with the summed number.

To add numbers and dollars:

1. Enter numeric data or dollar amounts in the subtopic or subtopic text.

   For example, to total the number of dollars in an expense report, type a dollar sign and the amount. If the dollar amount is surrounded by text be sure and put a space before and after the dollar amount. To total the number of people hours in an outline, enter the number, a space and then type "people hours" in each one of the subtopics you want included in the summation process.

2. Select a topic or symbol with subtopics you want to add.

3. To sum all numbers in the entire document, select the Main Idea topic or symbol. When only a topic or symbol is selected, only the subtopics for that item are summed.

4. On the **Tools** menu, choose **Summation**.

   The Summation Options dialog box appears.

5. Select a **Search For** option.
   - To calculate only topics or symbols with numbers, select **General Numbers**. Topics or symbols with dollar amounts are ignored.
   - To add only topics or symbols preceded by $ (dollar sign), select **Currency Numbers**. (The currency symbol will vary on versions of Inspiration sold outside the United States.)

6. If you want to look for dollars or numbers surrounded by specific text, type the text into the **Preceded By** and **Followed By** fields.

   These settings let you further control which figures will be added. You can embed number or dollars in text or have spaces that precede them. Summation will search and add numbers and dollars using your criteria exactly as specified. As you select your options, Inspiration displays an example of what it will search for in the lower part of the dialog box.

   For example, to total the number of people hours in an outline, select **General Numbers**, and type "people hours" in the **Followed By** box. To total the number of dollars, select **Currency Numbers** and leave the **Preceded By** and **Followed By** boxes blank.

7. Select **Create Subtotals**.

   When selected, subtotals are inserted in the upper level topic. To suppress the insertion of the subtopic totals, deselect this option.

8. Click **OK** or press **Return** (**Enter**) to perform the summation or click **Cancel** to cancel this option and return to your document.

   Summation adds the numbers from the lowest subtopic upward and places the total in the selected topic or symbol.

Chapter 9: Managing and proofing documents

Opening, closing and saving documents

Opening a new document

A new document has the attributes of the default template.

To open a new document:

1. On the **File** menu, choose **New**.
2. On the Inspiration Starter screen, do one of the following:

   Click the **Diagram** button to begin a new diagram.

   –or–

   Click the **Outline** button to begin a new outline.

For information about selecting a new default template, see Selecting a new default template on page 172.

Opening an existing document

1. On the Inspiration Starter Screen, click **Open File**.

   –or–

   On the **File** menu, choose **Open**.
2. Select the document you want to open, then click **Open**.

Tip: To view a list of recently opened files, click the **Open File Options** button on the Inspiration Starter or choose **Open Recent File** on the **File** menu.

For information about opening Inspiration templates, see Opening a template on page 134.

Saving a document

1. On the **File** menu, choose **Save**.
2. Select the folder in which to save the document.
3. Enter a name for the document, then click **Save**.

Each time you save a document you are prompted to replace the existing file. Click **Save**, then click **Replace** to save your file.

About file extensions in Inspiration

Inspiration documents are automatically saved with an ISF extension. Inspiration templates are automatically saved with an IST extension. You can choose to show or hide the file extension when you save the document.

Note: In OS X (Macintosh), the Show All File Extensions setting in Finder preferences controls the visibility of file extensions for all files regardless of the setting in Inspiration.

To show or hide a file extension:

1. On the **File** menu, choose **Save**.
2. In the **Save** dialog, select the **Hide Extensions** checkbox.

   The file extension is hidden when a check appears in the **Hide Extensions** checkbox.
3. Click **Save**.

Saving a document in Inspiration 7 format

You can save Inspiration 8 documents in Inspiration 7 format so you can then open the document using the earlier version of Inspiration. When you save a document in Inspiration 7 format, some document formatting may be changed or lost, including:

- Imported audio files are lost.
- Video symbols cannot be played.
- Notes in a diagram are converted to the Inspiration 7 note format.

To save a document in Inspiration 7.x format:

1. On the **File** menu, choose **Save As**.
2. Select the folder in which to save the document.
3. In the **Name** box (Mac OS) or the **File Name** box (Windows), enter a name for the document.
4. In the **Format** (Mac OS) or **Save as Type** box (Windows), select **Inspiration Version 7 (*.inf)**.
5. Click **Save**.

Reverting to the last saved document

If you work on a document and then decide you don't want to save the changes you've made, you can discard your changes and have Inspiration open the previously saved version.

To revert to the last saved document:

1. On the **File** menu, choose **Revert to Saved**.
2. Do one of the following:

   To discard your changes and return to your previously saved document, click **OK**.

   –or–

   To return to your current document with your changes intact, click **Cancel**.

You can also use the Undo command to undo changes. For more information, see Undoing changes on page 50.

Renaming a document

1. On the **File** menu, choose **Save As**.
2. Select the folder in which to save the document.
3. Enter a name for the document, then click **Save**.

Closing a document

1. On the **File** menu, choose **Close**.

   If you've made changes, Inspiration asks if you want to save the changes.
2. Click **Yes** to save your changes and close your document.

Working with templates

Templates are starting points for creating your own documents. A template can contain any type of content—from basic symbols and links to fully developed ideas and imported graphics and videos. Inspiration comes with over 50 templates to help you create your own documents. In addition, you have access to even more templates online. When you open a template, you save it as a new document so the template itself remains unchanged.

You can create custom templates that contain any type of content—from simple diagrams to complex outlines. Teachers often create their own templates to use as a starting point for a special project or assignment.

In addition to content, a template contains default settings that control how the template looks, transfers and prints, including:

- The libraries that appear on the Symbol palette
- The custom libraries available with the template
- Access to the online symbol collection for symbol searches
- Default formatting for text and objects
- Default settings for transferring the template to a word processor
- Default settings for printing the template

Opening a template

In addition to the templates available on your computer, you have access to many more templates online. To open an online template, the Online Access option must be selected in Preferences. For more information, see Turning access to online resources on or off on page 175. When online templates are available, the Online Resources icon appears in the Templates dialog.

To open a template:

1. On the **Inspiration Starter** screen, click the **Templates** button.

   –or–

   Within Inspiration, on the **File** menu, choose **Open Template**.
2. In the templates list, double-click a folder to open it.
3. Select a template, then click **Open**.

Creating a template

Teachers often create their own templates to use as a starting point for a special project or assignment.

To create a template in Diagram View or Outline View:

1. Create the document you want to save as a template.
2. On the **Utility** menu, choose **Template Wizard**.
3. Enter a description for the template, then click **Next**.
4. In each dialog choose the settings you want, then click **Next**.
5. When you are done choosing settings, click **Finish**.
6. In the **Save Template** dialog, select the folder in which to save the template.

   Inspiration automatically opens the **Templates** folder, but you can select another.
7. In the **File Name** box, type a name for the template, then click **Save**.
8. To set the newly created template as the default template for the Inspiration program, select the **Set as Default** checkbox in the **Success** dialog.

When you choose this option, all new Inspiration documents will be based on the newly created template.

Tip: You can save custom symbol libraries along with a template, which is an easy way to share your libraries with other computers. For more information, see Sharing a symbol library with another computer on page 156.

Editing a template

You can change the content and default settings of any Inspiration template. After you edit the template, you can save the template as a new template or replace the existing template.

To edit a template in Diagram View or Outline View:

1. Open the template.
2. Make any changes to the content and formatting of the template.
3. On the **Utility** menu, choose **Template Wizard**.
4. Enter a description for the template, then click **Next**.
5. In each dialog choosing the settings you want, then click **Next**.
6. When you are done choosing settings, click **Finish**.
7. In the **Save Template** dialog, select the folder in which to save the template.

   Inspiration automatically opens the **Templates** folder, but you can select another.

   In the **File Name** box, type a name for the template, then click **Save**.
8. To set the newly created template as the default template for the Inspiration program, select the **Set as Default** checkbox.

When you choose this option, all new Inspiration documents will be based on the newly created template.

Sharing a template with another computer

You can share a template with another computer running Inspiration by simply copying the template and transferring it to the other computer. You can also make a template available to other computers by placing it on a network server.

To share a template with another computer:

1. Transfer the template to the other computer using one of the following methods:
   - Copy the template to a floppy disk or other removable medium (e.g. CD-ROM) that both computers can read. (For more information about disks that both Macintosh and Windows computers can read, see your computer's documentation.)
   - Copy the template to a network server.
   - Send the template as an attachment using email.
2. On the other computer, start Inspiration.
3. On the **Inspiration Starter** screen, click the **Open File** button.
4. Select the file, then click **Open**.

Importing documents

Using Inspiration, you can open or "import" documents created in other programs.

Opening a document created in another program

Inspiration 8 can open the following types of files:

- Inspiration for Palm OS
- Inspiration for Pocket PC
- Kidspiration 1 & 2
- Microsoft® Word RTF
- RTF files created using other word processing programs
- Plain text files created using other word processing programs

To open a document created in another program:

1. On the **Inspiration Starter** screen, click the **Open File** button.

   –or–

   On the **File** menu, choose **Open**.

2. Select the file, then click **Open**.

If you are using Windows, you can specify the type of document you want to open. On the **Files of Type** menu, select the type of file. Here are your choices:

- **Inspiration Documents (.isf)** opens Inspiration version 7 and 8 documents.
- **Inspiration 6 Documents (.ins)** opens Inspiration 6 documents.
- **Inspiration Templates (.ist)** opens Inspiration templates.
- **Inspiration Handheld Documents (.ihf)** opens Inspiration handheld documents.
- **Kidspiration Documents (.kid)** opens Kidspiration documents.
- **Kidspiration Activities (.kia)** opens Kidspiration activities.
- **RTF (.RTF)** opens rich text format documents in Outline View. Inspiration retains most of the structure of the original document.
- **Plain (.TXT)** opens plain text documents in Outline View. When Inspiration opens a text document, it looks for paragraph returns to determine outline topics. The first sentence of a paragraph becomes an outline topic, and the remaining sentences become notes text.

For more information about moving documents between the Mac OS and Windows, see Exchanging an Inspiration document between Mac OS and Windows on page 139.

Opening a file created in another version of Inspiration

Inspiration 8 can open files created using Inspiration 6 and later. When you open a file created in Inspiration version 6:

- Miscellaneous thoughts appear at the same level as the main idea.
- Symbols not available in Inspiration 8 are converted to external graphics.
- Link formatting options not available in Inspiration 8 or converted to options available in Inspiration 8.
- A document saved in Notes List View opens in Outline View.

To open a file created in an earlier version of Inspiration:

1. On the **Inspiration Starter** screen, click the **Open File** button.

   –or–

   On the **File** menu, choose **Open**.

2. Select the file, then click **Open**.

   If the file contains child documents, continue with these steps:

3. Click **OK** when you see this message:

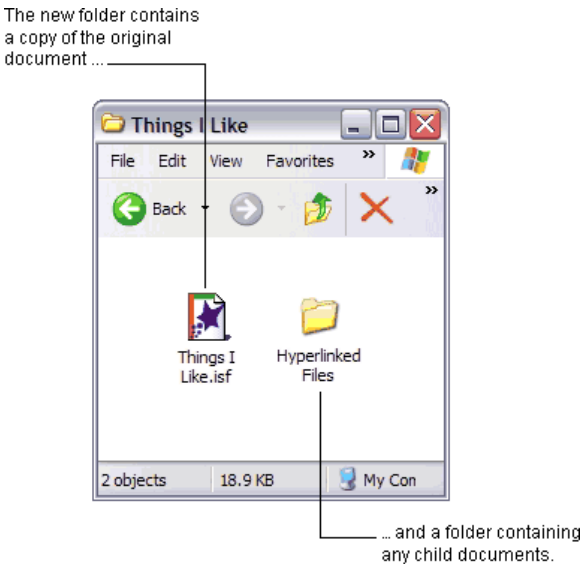
   "This document contains child documents. To work with version 8, these children must be converted to hyperlinked files."

   Inspiration creates a new folder in the location of the original document.

4. In the **Save into folder** box, type a name for the folder.

5. Click **Save**.

   Inspiration creates the new folder containing a copy of the original document and a folder containing a copy of each hyperlinked file (child document). Child documents without names are automatically named "Child1," "Child2," and so on. In the document, each symbol or topic with a child document now has a hyperlink to the appropriate file.



Exchanging an Inspiration document between Mac OS and Windows

Inspiration 8 can open files created using Inspiration 6 and later. If you are opening a file created in an earlier version of Inspiration, see Opening a file created in another version of Inspiration on page 138 for more information.

Note: Hyperlinks may be broken when you move a document from the Mac OS to Windows and vice versa. To fix a broken hyperlink, reinsert it.

To exchange an Inspiration document between Mac OS and Windows:

1. Save the file.

   Make sure the file name does not have any of the following characters in it: \ | / ? : < > * ".

2. Transfer the file to the other computer using one of the following methods:
   - Copy the file to a floppy disk or other removable medium (e.g. CD-ROM) that both computers can read. (For more information about disks that both Macintosh and Windows computers can read, see your computer's documentation.)
   - Copy the file to a network server.
   - Send the file as an attachment using email.
3. On the other computer, start Inspiration.
4. On the **Inspiration Starter** screen, click the **Open File** button.
5. Select the file, then click **Open**.

Exporting Inspiration documents

Once you've created a document in Inspiration you can export it to a variety of document types, including plain text files, word processing documents, PowerPoint slides, web pages and graphics files. Each export format has options you can use to control what elements of the Inspiration document are included in the exported document.

When you export a document, hyperlinks, graphics, videos and attached audio files may or may not be included depending on the export format you choose. For all export formats except web page format, external audio and video files are copied to a folder named <filename>_mediafiles, where <filename> is the name of your Inspiration document. The folder is stored in the same folder as the exported document.

Saving an outline as a text file

You can save an outline as a plain text file, which can be opened in most text editors and word processing programs. The exported outline includes unformatted topic text and notes. You can choose to include topics, notes and prefixes in the exported document. Hyperlinks, videos, graphics and attached audio files are not included in the exported document.

To save an outline as a text file:

1. Open the outline.
2. On the **File** menu, choose **Export**.
3. Click the **Word Processor** tab.
4. On the **File Format** menu, select **Plain Text**.
5. To include a graphic of diagram in the exported document, select **Include the diagram**.
6. Under **Export Outline with**, select the elements to include in the exported document.
   - Select **Topics** to include topics.
   - Select **Hidden Subtopics** to include hidden subtopics.
   - Select **Prefixes** to include the topic prefixes from Outline View.
   - Select **Notes** to include notes.
   - Select **Hidden Notes** to include hidden notes.
7. Click **Save**.
8. Select the folder in which to save the document.
9. Enter a name for the document, then click **Save**.

Saving a document as a word processing document

You can save a diagram or outline as a word processing document that can be opened in Microsoft Word 95 (or later) or AppleWorks® 5 (or later). The exported document includes formatted topic text and any graphics inserted in Outline View that can be opened in the word processing program. You can choose to include topics, notes, prefixes and outline indentation and a graphic of the diagram in the exported document.

When you export to Word format, videos and attached audio files are converted to hyperlinks to external files.

When you export to Appleworks format, hyperlinks and attached audio files are not included in the exported document. Video symbols are converted to symbol text. Videos inserted into notes are converted to graphics of the symbol image. Graphics do not transfer to AppleWorks 5 for Windows.

Note: When you open an exported document in Word, a dialog box may appear, asking if you want to convert the RTF data. Click **Yes** to open the formatted document.

To save an Inspiration document as a word processing document:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **Word Processor** tab.
4. On the **File Format** menu, select **Microsoft Word** or **Appleworks**.
5. To include a graphic of the diagram in the exported document, select **Include the diagram**.
6. Under **Export Outline with**, select the elements to include in the exported document.
   - Select **Topics** to include topics.
   - Select **Hidden Subtopics** to include hidden subtopics.
   - Select **Prefixes** to include the topic prefixes from Outline View.
   - Select **Notes** to include notes.
   - Select **Hidden Notes** to include hidden notes.
   - Select **Indentation** to retain the hierarchical indentation from Outline view.
7. Click **Save**.
8. Select the folder in which to save the document.
9. Enter a name for the document, then click **Save**.

Saving a document as PowerPoint slides

You can save a diagram or outline as slides that can be opened in Microsoft PowerPoint. The exported document contains formatted topic text. The main idea becomes the presentation title, and each first level topic becomes a separate slide. Subtopics become slide content. You can choose to include hidden subtopics and hidden notes.

Hyperlinks, graphics, audio files and videos inserted into notes are not included in the exported document. Video symbols are converted to symbol text.

To save a document as PowerPoint slides:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **PowerPoint Slides** tab.
4. Under **Export Outline with**, select the elements to include in the exported document.
   - Select **Hidden Subtopics** to include any hidden subtopics.
   - Select **Hidden Notes** to include any hidden notes.
5. Click **Save**.
6. Select the folder in which to save the document.
7. Enter a name for the document, then click **Save**.

Saving a diagram as a graphic

When you export a diagram to one of the graphic file formats available in Inspiration, only the visible items in the diagram are included in the graphic. Hidden symbols, links and notes are not exported. If you are focused in on a portion of the diagram, only that portion of the diagram is exported. Hyperlinked files and attached audio files are not exported.

Note: To export to PNG or TIFF format, your computer must have QuickTime. On the Macintosh, to export to BMP or WMF format, your computer must have QuickTime. You can install QuickTime by choosing **Get QuickTime** on the **Help** menu.

To save a diagram as a graphic:

1. Open the Inspiration diagram.
2. On the **File** menu, choose **Export**.
3. Click the **Graphic File** tab.
4. On the **File Format** menu, select the graphic file format.
   - BMP saves the diagram in the standard Microsoft Windows graphic format.
   - GIF saves the diagram as a GIF file that can be opened in graphics, presentation, and page layout applications and web pages.
   - JPEG saves the diagram as a JPEG file that can be opened in graphics, presentation, and page layout applications and web pages.
   - PICT saves the diagram as a PICT or PICT2 file that can be opened in graphics, presentation and page layout applications.
   - PNG saves the diagram as a PNG file that can be opened in graphics, presentation and page layout applications and web pages.
   - TIFF saves the diagram as a TIFF file that can be opened in graphics, presentation and page layout applications.
   - WMF saves the diagram in a standard Windows format that can be opened in graphics, presentation and page layout applications.
5. To make the background of the diagram transparent, select the **Transparent background** check box.

   This option is available only for GIF format.

   The background is the area between the symbols, links and other objects. Use this setting when you plan to place the graphic over text or a background image—a wallpaper pattern, for example.
6. Click **Save**.
7. Select the folder in which to save the graphic.
8. Enter a name for the document, then click **Save**.

Saving Inspiration documents as web pages

You can save diagrams and outlines as web pages, which then can be viewed using a web browser such as Netscape Navigator or Mozilla Firefox. There are many options for saving diagrams and outlines as web pages. You can save an outline as one page or multiple pages. You can save a diagram as a graphic that appears on a single web page.

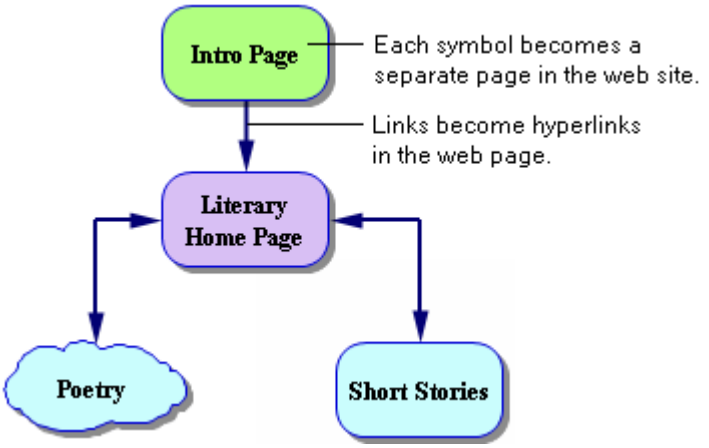
You'll find that it's easy to plan and start building a web site using the Site Skeleton export. Simply create an outline or a diagram containing a linked symbol for each page you want to appear in the web site. After you export your pages, you can add additional information to them using an HTML editor.

When you export to web page format, vector symbols (symbols for which line and fill color options are available) are not included in the exported document. Videos and attached audio files are converted to hyperlinked files.

External files, such as video or audio files, are stored in a folder named <filename>_files, where <filename> is the name of your Inspiration document. The <filename>_files folder is stored in the same folder as the exported document.

Starting a web site based on the structure of your document

The Site Skeleton export allows you to transform your diagram or outline into the foundation of a web site, including a clickable site map. Each symbol or topic becomes a separate page in your web site. All notes text appears on the page corresponding to the symbol or topic to which it was associated. Links in your diagram become hyperlinks on your web pages. Arrows show hyperlink direction. Two headed arrows signify that there are hyperlinks back and forth between two pages. Single headed arrows make a hyperlink in one direction only.


Intro Page
Each symbol becomes a separate page in the web site.
Links become hyperlinks in the web page.
Literary Home Page
Poetry
Short Stories

To start a web site based on the structure of your document:

1. On the **File** menu, choose **Export**.
2. Click the **Web Pages** tab.
3. Select **Site Skeleton**, then click **Save**.
4. Select the folder in which to save the web pages.
5. Enter a name for the first page in the web site.

   Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.
6. Click **Save**.

The document is saved as a set of web pages that can be finished using an HTML authoring tool.

Saving a diagram as a web page

When you save a diagram as a web page, the diagram is exported as a one-page graphic in GIF file format. You can choose to include hidden subtopics and hidden notes. If you are focused in on a portion of the diagram, only that portion of the diagram is exported. Hyperlinked files are not exported.

To save a diagram as a web page:

1. On the **File** menu, choose **Export**.
2. Click the **Web Pages** tab.
3. Select **diagram**.
4. Click **Save**.
5. Select the folder in which to save the web page.
6. Enter a name for the file, then click **Save**.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.

Saving an outline as a web page

When you save an outline as a web page, the main idea becomes the title of the document and appears in large type at the top of the page. Topics, subtopics and notes are the body of the page. At the end of the page, a "Back" hyperlink appears, which you can click to return to the top of the page. You can choose to create a separate web page containing a table of contents. You also can choose to include hidden subtopics and hidden notes in the web page.

To save an outline as a web page:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **Web Pages** tab.
4. Select **Outline**.
5. Select from the following options:
   - To create a separate table of contents, select **Table of Contents**.
   - To include any hidden subtopics in the web page, select **Hidden Subtopics**.
   - To include any hidden notes in the web page, select **Hidden Notes**.
6. Click **Save**.
7. Select the folder in which to save the web page.
8. Enter a name for the web page, then click **Save**

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.

Saving an outline as multiple web pages

When you save an outline as multiple web pages, the main idea becomes the title of the table of contents and appears in large type at the top. The first level topics are listed below the title in hypertext format. Each first level topic becomes a separate web page that includes all its subtopics and notes text. You can choose to include hidden subtopics and hidden notes in the web pages.

To save an outline as multiple web pages:

1. Open the Inspiration document.
2. On the **File** menu, choose **Export**.
3. Click the **Web Pages** tab.
4. Select **Outline**.
5. Select **Table of Contents**.
6. Select **One page per major topic**.
7. Select from the following options:
   - To include any hidden subtopics in the web page, select **Hidden Subtopics**.
   - To include any hidden notes in the web page, select **Hidden Notes**.
8. Click **Save**.
9. Select the folder in which to save the web pages.
10. Enter a name for the first web page, then click **Save**.

Inspiration automatically uses your main idea as the name and assigns the appropriate file extension, but you can change the name.

Tips for saving outlines as web pages

- If you use prefix labels, keep them simple. Web browsers don't support many of the complex prefixes available in Inspiration.
- When you convert an Inspiration document to HTML format, all the fonts, font sizes and styles automatically convert to the web browser's default settings.
- Avoid using slashes—/ and \—and quotation marks in the names you assign to the HTML files.
- When you export an outline to web page format, the export may create many files, including GIF files for any graphics you have in the outline. To browse the exported web pages, all the files need to be kept in the same folder. The additional files are named based on the first file name you select.
- Diagram and outlines exported as web pages include hyperlinks, so you can construct both simple and multilevel web pages. Any hyperlinks are retained in the resulting web pages.

Transferring a document to a word processor

You can easily move an Inspiration document to a word processor to format and edit the document for publication. The new document retains the look and structure of the document outline. Videos, graphics and hyperlinks to other files are included in the word processing document. You can control how the document transfers, including whether to include prefixes, hidden subtopics, hidden notes or outline indentation.

The Transfer tool works with Microsoft Word 95 or later and AppleWorks 5 or later. Here are some things to consider when using the Transfer tool:

- The margins set in the Inspiration document transfer to the word processing document. If you want different margins in the word processing document, change the margins in Inspiration before you transfer.
- Some special formatting features are not supported by AppleWorks and earlier versions of Word.
- Graphics do not transfer to AppleWorks 5 for Windows.

To transfer a document to a word processor:

1. On the **Main** toolbar, click the **Transfer** button

   –or–

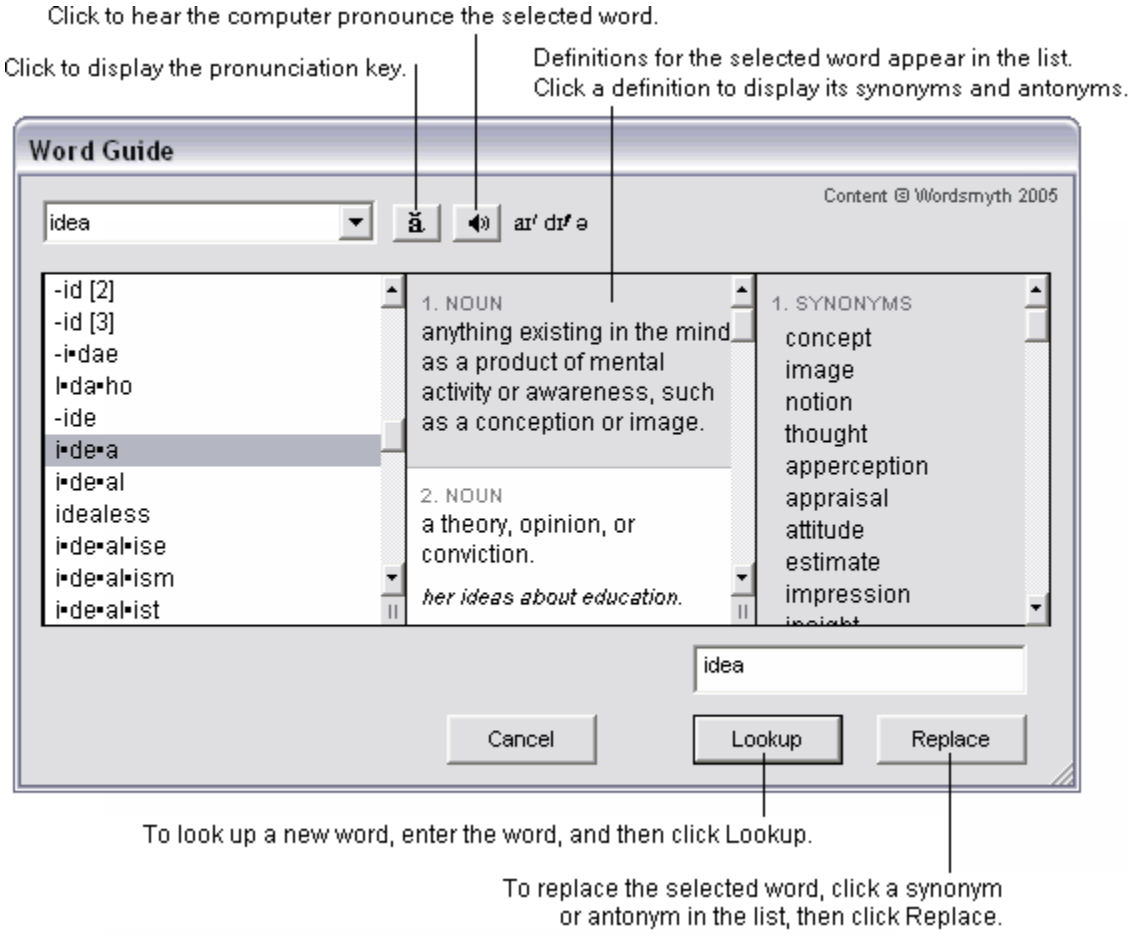
   On the **File** menu, choose **Transfer to Word Processor**.

2. Select the elements to include in the exported document.
   - Select **Topics** to include topics.
   - Select **Hidden Subtopics** to include any hidden subtopics.
   - Select **Prefixes** to include the topic prefixes from Outline View.
   - Select **Notes** to include notes.
   - Select **Hidden Notes** to include any hidden notes.
   - Select **Indentation** to retain the hierarchical indentation from Outline view.
3. Click **OK**.

The transferred document opens in your preferred word processor.

Looking up words using the Word Guide

Use the Word Guide to look up definitions, synonyms, and antonyms and learn how to pronounce words.



To look up a word:

1. Click the word.
2. Click the **Word Guide** button on the **Main** toolbar.

Tip: To look up a word that does not appear in your document, click the **Word Guide** button on the **Main** toolbar. Enter the word in the box in the lower-right corner, then click **Lookup**.

To display the pronunciation key:

- Click the Pronunciation Key button .

To hear the computer pronounce the selected word:

- Click the Listen button .

To display synonyms and antonyms for the selected word:

➢ Click a definition in the list.

To replace the selected word with a synonym or antonym in the list:

➢ Select a synonym or antonym in the list, then click **Replace**.

Checking spelling

You can check and correct the spelling of the text in a document using the built-in spell checker. You can use Auto Spell Check, which automatically underlines misspelled words with a dashed red line, and you can check the spelling of the entire document or selected text.

You can add words to the dictionary and remove the ones you've added.

Using Auto Spell Check

➢ To turn on Auto Spell Check, choose **Auto Spell Check** on the **Tools** menu.

Auto Spell Check is on when a check appears next to **Auto Spell Check** on the **Tools** menu.

Misspelled words are underlined with a dashed red line.

To correct a misspelled word:

1. Click the misspelled word, then hold down **Control** and click the **mouse** button (Macintosh) or click the **right** mouse button (Windows).
2. On the shortcut menu, do one of the following:
   - Select a suggested spelling to replace the misspelled word.

     –or–
   - Choose **Ignore All** to ignore all instances of the misspelled word in the document.

     –or–
   - Choose **Learn Spelling** to add the word to the dictionary.

Checking the spelling of an entire document or selected text

1. Click anywhere in the document.

   –or–

   Select the text to check.

2. On the **Tools** menu, choose **Spell Check** .

   Inspiration searches for words it doesn't recognize. It displays unrecognized words in the **Misspelled** box. If there's a similar word in the Inspiration dictionary, it displays it in the **Change To** box. If there are other possible spellings in the dictionary, they are displayed in the **Alternates** box.

3. Do one of the following when Inspiration finds a word it doesn't recognize:
   - To change the word Inspiration doesn't recognize to the word in the **Change To** box, click **Change**.
   - To change the word to one of the alternates, select the word in the **Alternates** box, then click **Change**.
   - To type the correct spelling, click the **Change To** box, then type the correct spelling.
   - To ignore the word for this instance, click **Ignore Once**.
   - To ignore all occurrences of the word, click **Ignore All**.
   - To add the word to the Inspiration dictionary, click **Learn Spelling**.

   After you make your choice, Inspiration automatically continues to the next word it doesn't recognize.

   When the spelling check is complete, a message box appears telling you Inspiration has finished checking the spelling.

4. Click **OK**.

Finding text in a document

You can find text in your document using the Find command. In Diagram View, Find searches through all symbol text (including notes text and link text) currently displayed on the screen. In Outline View, all text is searched whether hidden or not.

To find text:

1. Click the cursor where you want the search to start.
2. On the **Tools** menu, choose **Find**.
3. In the **Find What** box, type the characters, word or phrase you want to find.
4. Select search options.

   Match Whole Word Only: The Match Whole Word Only option finds whole words only. When selected, Inspiration will not find occurrences of the search text inside other words. It will only search for occurrences of the whole word.

   Match Case: The Match Case option finds only those occurrences of the search text that exactly match the upper and lowercase letters you specify. When not selected, Inspiration finds all occurrences of the search text, ignoring the case of the letters.
5. Click **Find Next** to begin the search.

   Inspiration looks through the text, stops at each occurrence of the search text and selects it.
6. Click **Find Next** to continue the search until it finds the next occurrence or reaches the end of the text.
7. Click **Close** to end the search.

Tips: Inspiration remembers the last character, word or phrase you searched for. After you finish a search, you can restart it by choosing **Find Next** on the **Tools** menu or by pressing **Cmd+F+Shift** (Macintosh) or **Ctrl+F+Shift** (Windows). You can also select a new word and press **Cmd+F+Shift** (Macintosh) or **Ctrl+F+Shift** (Windows) to find the next occurrence of that word.

Replacing text in a document

You can find and then replace text in your document using the Replace command. Replace searches all text areas in a diagram or outline for the specified text and then lets you replace that text with new text. In Diagram View, Replace searches through all symbol text (including notes text and link text) currently displayed on the screen. In Outline View, all text is searched whether hidden or not.

To replace text:

1. Click the where you want to start the search.
2. On the **Tools** menu, choose **Replace**.
3. In the **Find What** box, type the characters, word or phrase you want to find and replace.
4. In the **Replace With** box, type the characters, word or phrase you want to replace the search text.
5. Select search options.

   Match Whole Word Only: The Match Whole Word Only option finds whole words only. When selected, Inspiration will not find occurrences of the search text inside other words. It will only search for occurrences of the whole word.

   Match Case: The Match Case option finds only those occurrences of the search text that exactly match the upper and lowercase letters you specify. When deselected, Inspiration finds all occurrences of the search text, ignoring the case of the letters.
6. Click **Find Next** to begin the search.

   Inspiration looks through the text, stops at each occurrence of the search text, and selects it.
7. Do one of the following:

   To replace the search text, click **Replace**. Inspiration continues searching until it finds the next occurrence or reaches the end of the text.

   –or–

   To continue the search without making a change, click **Find Next**. Inspiration continues searching until it finds the next occurrence or reaches the end of the text.

   –or–

   To replace all occurrences of the text in the document, click **Replace All**. Inspiration automatically continues searching and replacing until it reaches the end of the text.
8. Click **Close** to end the search.

Managing multiple documents on the screen

Arranging document windows so you see each window

When you open several Inspiration documents, you can arrange the document windows so you can see all of them at the same time.

To arrange document windows so you can see each window:

- On the **Window** menu, choose one of the following:
  - **Tile Top to Bottom** to arrange the document windows vertically from top to bottom. This option reduces the height of each window.
  - **Tile Side by Side** to arrange the document windows horizontally from side to side. This option reduces the width of each window.
  - **Tile in Grid** to arrange the document windows in a grid. This option resizes each window to the same size rectangle.

Arranging document windows so they overlap

- On the **Window** menu, choose **Cascade**.

All open Inspiration documents are arranged so that you can see the title bar of each document. You can see all of the document which appears in front.

Quickly switching between open Inspiration documents

- On the **Window** menu, choose the document you want to display.

Chapter 10: Managing the symbol libraries

You can create symbol categories and symbol libraries to make it more convenient to access the symbols you use most often or to make specific symbols available for a template, assignment or special project.

Working with custom symbol libraries

A custom symbol library contains a set of symbols. It is a file with an .INL extension and is stored inside the **Custom Libraries** folder, which is located in the **Inspiration 8/Libraries** folder. You can copy, delete and share custom symbol libraries.

Creating a symbol library

Custom libraries you create are stored in the **Custom Libraries** folder inside of the **Inspiration 8/Libraries** folder. When you do not have the write access privileges that allow you to copy files and folders to the **Libraries** folder, custom libraries are stored in your **Personal Libraries** folder.

To create a symbol library:

1. On the **Utility** menu, choose **New Symbol Library**.
2. In the **New Library Name** box, type a name for the library, then click **OK**.
3. Click **OK**.

Copying a symbol library

When you do not have the write access privileges that allow you to copy files and folders to the **Custom Libraries** folder inside the **Inspiration 8/Libraries** folder, custom libraries you create are stored in your **Personal Libraries** folder.

To copy a symbol library:

1. Navigate to the **Inspiration 8** folder. Double-click the **Libraries** folder, then double-click the **Custom Libraries** folder.

   –or–

   If you are copying a custom library and you do not have the necessary privileges to the **Libraries** folder, navigate to your **Personal Libraries** folder inside your personal documents folder. Typically, your personal documents folder is called **Documents** (Macintosh) or **My Documents** (Windows). If you can't find your personal documents folder, consult your system administrator.
2. Double-click the folder that contains the symbol library.
3. Select the symbol library file.

Note: The name of the file is the library name that appears on the Symbol palette plus the .INL extension, for example Birds.inl.

4. Copy the file.

Note: Do not move or delete any of the folder or files inside of the **Libraries** folder except for the **Custom Libraries** folder.

Sharing a symbol library with another computer

There are two ways to share a symbol library with another computer. You can copy the symbol library (.INL file) to the **Custom Libraries** folder inside the **Inspiration 8/Folders** folder or to the **Personal Libraries** folder on the other computer. You can also save the symbol library with a template, then share the template with the other computer. For information on saving a symbol library with a template, see Working with templates on page 134. The following procedure explains how to share the .INL file.

To share a symbol library with another computer:

1. Transfer the symbol library (.INL file) to the other computer using one of the following methods:
   - Copy the file to a floppy disk or other removable medium (e.g. CD-ROM) that both computers can read. (For more information about disks that both Macintosh and Windows computers can read, see your computer's documentation.)
   - Copy the file to a network server.
   - Send the file as an attachment using email.
2. Navigate to the **Inspiration 8** folder. Double-click on the **Libraries** folder, then double-click the **Custom Libraries** folder.

   –or–

   If you do not have the necessary privileges to the **Libraries** folder, navigate to your **Personal Libraries** folder inside your personal documents folder. Typically, your personal documents folder is called **Documents** (Macintosh) or **My Documents** (Windows). If you can't find your personal documents folder, consult your system administrator.
3. Copy the symbol library file to the **Custom Libraries** folder.

Note: Do not move or delete any of the folders or files inside of the **Libraries** folder except for the **Custom Libraries** folder.

Deleting a custom library

When you delete a custom library, it is no longer available on the Symbol palette to use in new documents.

When you do not have the privileges that allow you to copy files and folders to the **Libraries** folder inside the **Inspiration 8** folder, the custom libraries you create are stored in your **Personal Libraries** folder.

To delete a custom library:

1. Quit Inspiration. On the **File** menu, choose **Quit** (Macintosh) or **Exit** (Windows).
2. Navigate to the **Inspiration 8** folder. Double-click the **Libraries** folder, then double-click the **Custom Libraries** folder.

   –or–

   If you are deleting a custom library and you do not have the necessary privileges to the **Libraries** folder, navigate to your **Personal Libraries** folder inside your personal documents folder. Typically, your personal documents folder is called **Documents** (Macintosh) or **My Documents** (Windows). If you can't find your personal documents folder, consult your system administrator.
3. Select the symbol library file.

   Note: The name of the file is the library name that appears on the Symbol palette plus the .INL extension, for example Birds.inl.
4. Drag the file to the **Trash** icon (Macintosh) or **Recycle** icon (Windows) on the desktop.

Note: Do not move or delete any of the folders or files inside of the **Libraries** folder except for the **Custom Libraries** folder.

Editing custom libraries

You can only edit the libraries in the **Custom Libraries** category, which are the libraries you and other users create. You cannot edit the symbol libraries that come with the Inspiration application. You can add symbols, delete symbols, edit symbol names and rearrange the symbols in custom libraries.

Adding symbols to custom libraries

You can add any symbol on your diagram, including imported graphics and videos, and symbols created using the Draw tools, to a custom library. You can also copy any symbol on the Symbols palette—including search results—to a custom library.

Note: There must be an open slot at the bottom of the library to add the symbol. If there are no open slots in the library, Inspiration creates a new library called **User 1** under the **Custom Libraries** category on the **Symbols palette**. If there is already a User 1 library, Inspiration creates a User 2 library, and so on.

Adding a symbol on your diagram to a custom library

1. In your diagram, select the symbol.
2. On the **Symbol palette**, select the custom library.
3. On the **Utility** menu, choose **Add Symbol to Library**.
4. Select **Standard Symbol Size** or **Current Size**, then click **OK**.
   - Select **Standard Symbol Size** to size the symbol equivalent to the other Inspiration symbols.
   - Select **Current Size** to retain the symbol's current size.
5. Click **OK**.

Notes:

- If you do not select a custom library on the Symbol palette, the symbol is installed in the last edited custom library.
- To copy and paste a symbol on your diagram into a custom library, select the symbol, then choose **Copy** on the **Edit** menu. On the **Utility** menu, choose **Edit Symbol Libraries**. On the **Edit Symbol Libraries dialog**, select the custom library, then click **Paste Graphic**.
- To create a name for the symbol, enter it at the bottom of the right palette in the **Edit Symbol Libraries dialog**.
- You can also add symbols by searching for them on the left palette in the **Edit Symbol Libraries dialog**.

Copying a symbol from the Symbol palette to a custom library

1. On the **Utility** menu, choose **Edit Symbol Libraries**.
2. On the right palette, select the custom library.
   - On the **Category** list, select the category that contains the library, then select the library.
   - Click to browse the libraries in the category.
3. On the left palette, click the symbol you want to copy.
4. To create a name for the symbol, enter it in the bottom of the right palette.
5. Repeat steps 3 & 4 to copy another symbol.
6. Click **OK**.

Tip: You can open the **Edit Symbol Libraries** dialog using a shortcut menu. On the **Symbol** palette, point to the symbol you want to copy, then hold down **Control** and click the **mouse** button (Macintosh) or click the **right mouse** button (Windows).

Copying an online symbol to a symbol library

1. On the **Utility** menu, choose **Edit Symbol Libraries**.
2. On the right palette, select the custom library.
   - On the **Category** list, select the category that contains the library, then select the library.
   - Click to browse the libraries in the category.
3. In the box at the bottom of the left palette, type a word that describes the symbol you are looking for, then click the **Find button**.
4. To create a name for the symbol, enter it in the box at the bottom of the right palette.
5. Repeat steps 3 & 4 to copy another symbol.
6. Click **OK**.

Importing a graphic into a custom library

You can create symbols using graphics files you import directly into a custom library. A quick way to import a graphics file is to drag and drop it onto the Symbol palette. You can also copy and paste a graphic into a custom library. You can import BMP, GIF, JPEG, PICT, PNG and TIFF files. To import PNG or TIFF files or to import BMP files in Mac OS, your computer must have QuickTime. To install QuickTime, choose **Get QuickTime** on the **Help** menu.

To import a graphic into a custom library:

1. On the **Utility** menu, choose **Edit Symbol Libraries**.
2. On the right palette, select the custom library.
   - On the **Category** list, select the category that contains the library, then select the library.
   - Click to browse the libraries in the category.
3. Click **Import Graphic**.
4. Navigate to the folder containing the graphics file, select the file, then click **Open**.
5. Select **Standard Symbol Size** or **Current Size**, then click **OK**.
   - Select **Standard Symbol Size** to size the symbol equivalent to the other Inspiration symbols.
   - Select **Current Size** to retain the graphic's current size.
6. To create a name for the symbol, enter it in the box at the bottom of the right palette.
7. Repeat steps 3–6 until you are finished.
8. Click **OK**.

Notes:

- If you do not select a custom library before importing a graphic, the symbol is installed in the last edited custom library.
- To drag and drop a graphic into a custom library, select the custom library on the Symbol palette. Open the folder or program containing the graphic. Arrange the program windows so

that both the graphic and the Symbol palette are visible. Drag the graphic onto the Symbol palette.

- To copy and paste a graphic into a custom library, copy the graphic to the clipboard. On the **Utility** menu, choose **Edit Symbol Libraries**. On the **Edit Symbol Libraries dialog**, select the custom library, then click **Paste Graphic**.

Deleting a symbol from a custom library

When you delete a symbol from a custom library, it is no longer available on the Symbol palette to use in new documents.

To delete a symbol from a custom library:

1. On the **Utility** menu, choose **Edit Symbol Libraries**.
2. On the right palette, display the library that contains the symbol.
   - On the **Category** menu, select the category that contains the library.
   - Click to browse the libraries in the category.
3. Drag the symbol to the **Trash** icon, then click **OK**.

Note: You can only delete symbols from custom symbol libraries.

Chapter 11: Printing

Printing a document

Inspiration prints the document displayed on screen. When you print a diagram, the default page size is 1 Page, which automatically sizes the document to fit on one page. To change the default, see Printing a diagram at full size on page 166.

To print a document:

1. Open the document.
2. On the **File** menu, choose **Print**.
3. The options in the Print dialog depend on the type of printer and printer software you're using. In general, here is the information you enter:
   - The pages to print: all, for example, or a range of pages
   - The number of copies
4. Click **Print**.

Tip: To print a section of a document, use the **Focus In** command on the **View** menu to show only the symbols or topics you want to print.

Previewing a document before printing

Before you print, it's a good idea to see how your document will look on the printed page. The Print Preview command on the File menu shows you a reduced view of your document. You can zoom in if you want to see parts of a page in full size view. If you decide you're ready to print your document, you can do so from the Print Preview window.

Tip: If you're printing a multiple-page diagram, it's helpful to see where the page breaks will be. For more information, see Showing or hiding the page lines on page 162.

To see a preview of your document before you print:

1. Open the document you want to print.
2. On the **File** menu, choose **Print Preview**.

   The Print Preview window appears, showing you a reduced view of the first page of your document.
3. To zoom in, click the magnifying glass on the area you want to examine closely.

   Click the magnifying glass again to zoom out.
4. For multiple-page documents, click the **Next Page** button to display the next page in the document.

   To return to a preceding page, click the **Prev. Page** button.

   If you're printing a multiple-page diagram, you can go directly to a specific page. Click the page you want to see on the Document Page icon above the Next Page button.

5. When you finish previewing the document, do one of the following:

   To print the document, click **Print**.

   To review print options before printing, click **Page Setup**.

Showing or hiding the page lines

If you are printing a large diagram and would like it to print on multiple pages, you can show the page lines to help you see how your document will fit on the paper when it's printed.

When you print a diagram, the default is Fit to 1 Page, which automatically sizes the document to fit on one page. To change the default, see Printing a diagram at full size on page 166.

To show the page lines, you first must set the Print Size option in Page Setup to Actual Size or Actual Size with Smart Page Breaks.

To show the page lines:

- On the **View** menu, choose **Page Lines**.

The page lines are displayed when a check mark appears next to **Page Lines** on the **View** menu.

Setting print options

Use the Page Setup options to customize how your document prints, including margins, page numbers, and headers and footers. The settings you choose apply only to the open document.

To set print options:

1. On the **File** menu, choose **Page Setup**.
2. Click **Options,** then select the options you want.
3. Do one of the following:

   To close the Page Setup dialog and continue working, click **OK**.

   –or–

   To print the document, click **Print**.

Setting page layout options

Setting page orientation

If you preview your document, especially a diagram, and find that it's wider than one page, you may want to print in landscape rather than portrait page orientation.

To set the page orientation:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab, then select **Portrait** or **Landscape**.
3. Click **OK**.

Setting margins

The margins are the amount of space between the printed document's content and the edges of a page. You can adjust the margins to make them smaller or larger on printed documents.

To set margins:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Margins** tab, then type the measurements you want in the **Left**, **Top**, **Right** and **Bottom** boxes.
3. Click **OK**.

For more information, see Showing or hiding the page lines on page 162.

Setting topic spacing in a printed outline

When you print an outline, you can specify the amount of space that appears between topics. Changing the topic spacing does not affect how the outline appears on the screen.

To set topic spacing:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Topic** list select the spacing.
4. Click **OK**.

Setting line spacing in a printed outline

When you print an outline, you can specify the amount of space between the lines of text. Changing the line spacing does not affect how the outline appears on the screen.

To set line spacing:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Line** list select the spacing.
4. Click **OK**.

Indenting the notes in a printed outline

When you print an outline, you can indent the notes as a way of distinguishing the notes from the topics and subtopics. Indenting notes when you print does not affect how the outline appears on the screen.

To indent notes text:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab.
3. In the **Note Indent** list select the indentation style.
4. Click **OK**.

Adding page numbers

You can add page numbers to a document header or footer. Headers and footers appear only when you print the document. Headers appear at the top of the document, footers appear at the bottom.

To add page numbers:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Apply to** list, select the pages on which you want the page numbers to appear.
4. In the **Number from** box, type the starting number.
5. Do one of the following:

   To display the page number at the top of the page, click in the **Right**, **Center** or **Left** box under **Header**.

   –or–

   To display the page number at the bottom of the page, click in the **Right**, **Center** or **Left** box under **Footer.**
6. In the **Auto-Fill** list, select **Page number**. The following code appears: &[Page].
7. To select a font and text size for the page number, click **Font**.

Adding headers and footers

If you want a header or footer to appear on the page when you print your document, you can specify the placement, as well as the content of the header or footer. Headers appear at the top of the document, footers appear at the bottom. You can type your own text for headers and footers or insert specific items such as the time, date or page numbers. Headers and footers appear only when you print the document.

To add headers and footers:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Header/Footer** tab.
3. In the **Apply to** list, select the pages on which you want the header or footer to appear.
4. In the **Number from** box, type the starting number for page numbers.
5. Under **Header**, type the text you want to appear at the top of the page. Type the text in the **Left**, **Center** or **Right** box depending on where you want the text to appear on the page.

   To add a specific item, such as the time or date, click in the box where you want the item to appear, then select the item in the **Auto-Fill** list. A code that represents the item appears.

   To select a font and text size for the header, click **Font**.
6. Under **Footer**, type the text you want to appear at the bottom of the page. Type the text in the **Left**, **Center** or **Right** box depending on where you want the text to appear on the page.

   To add a specific item, such as the time or date, click in the box where you want the item to appear, then select the item in the **Auto-Fill** list. A code that represents the item appears.

   To choose a font and text size for the footer, click **Font**.
7. Click **OK**.

Setting page breaks

Adjusting the page breaks in a diagram

In a diagram, you can adjust the placement of symbols so that each symbol fits within the page.

To adjust page breaks in a diagram:

- On the **Symbol** menu, choose **Adjust For Page Breaks**.

You can also adjust a diagram for page breaks when you print. For more information, see Printing a diagram at full size without breaking across symbols on page 167.

Setting page breaks in an outline

You can set the page breaks in an outline to force a break before a specific topic. You see the results when you preview or print your document.

To set a page break:

1. Select the topic where you want to set the page break.
2. On the **Outline** menu, choose **Set Page Break**.

   A dashed black line appears to show that a page break is set.
3. To remove the page break, select the topic, then choose **Set Page Break** on the **Outline** menu.

To preview a document before printing, see Previewing a document before printing on page 161.

Sizing diagrams for printing

Printing a diagram on one page

If a diagram spans multiple pages, you can reduce the size of the document and center it so it fits on one page.

To print a diagram on one page:

1. Open the document.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **1 Page**.
4. To proceed, click **Print**.

Printing a diagram at full size

Inspiration automatically prints diagrams to fit on one page. However, you can print a diagram as it appears on the screen. Printing a document at full size is useful for creating banners, posters and boards for presentations. Note that symbols may break along page breaks unless you adjust the position of the symbols before printing. You can also print diagrams at full size without breaking across symbols.

To print a diagram at full size:

1. Open the document you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **Actual size (100%)**.
4. To proceed, click **Print**.

For more information about adjusting page breaks before printing, see Adjusting the page breaks on a diagram on page 165 and Printing a diagram at full size without breaking across symbols on page 167.

Printing a diagram at full size without breaking across symbols

You can print multiple-page diagrams so that symbols fit within the margins of each page and are kept intact. Printing a document this way may readjust symbols slightly to avoid splitting them between pages.

To print a diagram at full size without breaking across symbols:

1. Open the document you want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **Actual size with Smart Page Breaks**.
4. To proceed, click **Print**.

For more information about adjusting page breaks before printing, see Adjusting the page breaks in a diagram on page 165.

Scaling a diagram for printing

You can reduce or enlarge a diagram so it fits within a specific number of pages when printing. You specify how many pages high or how many pages wide you want the printed document to cover. Inspiration then automatically resizes your document proportionately to fit the space you've specified. You can enlarge a diagram up to 10 times its original size.

To scale a diagram for printing:

1. Open the document.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then select **Scaled to**.
4. In the **Scaled to** box, enter the number of pages high or wide you want the printed document to be, then do one of the following:
   - To specify the number of pages high, select **High**.

     –or–
   - To specify the number of pages wide, select **Wide**.
5. To proceed, click **Print**.

Showing or hiding parts of a printed document

Hiding notes in a printed outline

When you print an outline, Inspiration automatically prints all notes even those that are hidden on the screen. In some cases, you may not want to print the notes that are hidden. When you print, you can hide the notes so the printed document looks exactly like the document on the screen.

To hide notes in a printed outline:

1. In the outline, hide the notes you don't want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then clear the **Hidden Notes Text** checkbox.
4. To proceed, click **Print**.

Hiding subtopics in a printed outline

When you print an outline, Inspiration automatically prints all subtopics even if they are hidden on the screen. In some cases, you may not want to print the hidden subtopics. When you print, you can hide the subtopics so the printed document looks exactly like the document on the screen.

To hide subtopics in a printed outline:

1. In the outline, hide the subtopics you don't want to print.
2. On the **File** menu, choose **Page Setup**.
3. Click the **Layout** tab, then clear the **Hidden Subtopics** checkbox.
4. To proceed, click **Print**.

For more information about hiding subtopics, see Showing or hiding subtopics in an outline on page 101.

Hiding prefixes in a printed outline

When you print an outline, Inspiration automatically prints the prefixes. In some cases, you may not want the prefixes to appear in the printed outline. When you print, you can hide the prefixes so the printed document looks more like a piece of prose rather than an outline.

To hide the prefixes in a printed outline:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab, then clear the **Prefixes** checkbox.
3. To proceed, click **Print**.

Showing Quick Controls in a printed diagram

When you print a diagram, Inspiration automatically hides the Quick Controls. In some cases, you may want the Quick Controls to appear on the printed document. When the Quick Controls are printed, you can tell which symbols or topics have notes, recorded audio and hidden subtopics.

To show Quick Controls in a printed diagram:

1. On the **File** menu, choose **Page Setup**.
2. Click the **Layout** tab, then select the **Include Quick Controls** checkbox.
3. To proceed, click **Print**.

Tips for improving printing

Tips for printing multiple-page diagrams

Here are some tips that can make printing multiple-page diagrams easier.

- Viewing the page lines can often be helpful. To show the page lines, you first must set the Print Size option in Page Setup to Actual Size or Actual Size with Smart Page Breaks. On the **File** menu, choose **Page Setup**. Click the **Layout** tab, select **Actual Size** or **Actual Size with Smart Page Breaks**, then click **OK**. To show the page lines, choose **Page Lines** on the **View** menu. Click the **Zoom Out** button on the **Formatting** toolbar as many times as needed to see how the diagram fits within the page lines.
- While in Diagram View, you can reposition your symbols slightly so they fit intact on the pages. On the **Symbol** menu, choose **Adjust For Page Breaks** to automatically move symbols slightly so that they won't split across two pages.
- At print time, you can also use the Actual Size with Smart Page Breaks Print Size option in Page Setup (choose **Page Setup** on the **File** menu, click the **Layout** tab, then select **Actual Size with Smart Page Breaks**) to automatically adjust the symbols in a diagram so they fit intact on a page. The diagram prints in actual size, and will fill as many pages as necessary.
- To have your diagram easily fit on one page, use the 1 Page Print Size option (choose **Page Setup** on the **File** menu, click the **Layout** tab, then select **1 Page**). The diagram is automatically centered and reduced so that it prints on one page.
- To make small adjustments as you move a single symbol or groups of symbols, use the **Nudge** tool on the **Formatting** toolbar. For more information, see Positioning an object precisely using the Nudge tool on page 83.
- If you need to move the entire diagram at once, choose **Select All** on the **Edit** menu, then drag the diagram to the location you want or use the position tool.
- Make your final adjustments when viewing the diagram in actual size (100 percent). It's difficult to make fine adjustments when the view is reduced.

Improving font spacing with laser printers

You can improve the way your fonts look when you print them, and when you see them on screen. There are two commands: **Fractional Fonts** (Macintosh) or **Printer Fonts Wrap** (Windows).

To improve font spacing on the Mac OS:

On the Macintosh, some printers and some fonts can take advantage of fractional spacing to improve the way your text looks when you print. Fractional spacing also ensures that your text wraps and shows properly in reduced views.

- On the **Text** menu, choose **Fractional Fonts**.

Choose Fractional Fonts again to turn the feature off.

To improve font spacing in Windows:

In Windows, if you find that text is being clipped when you print a diagram, use the Printer Fonts Wrap command. This feature makes the text wrap and placement in symbols on screen reflect the text wrap and placement you will get when you print. However, the fonts on your screen may appear to be too close together.

- On the **Text** menu, choose **Printer Fonts Wrap**.

Choose Printer Fonts Wrap again to turn the feature off.

Chapter 12: Customizing Inspiration

Setting Preferences

Use Preferences to customize the appearance and operation of the Inspiration application. The settings you choose apply to all Inspiration documents.

To set Preferences:

1. On the **Utility** menu, choose **Preferences**.
2. Click a category in the list, then select from the available options.

Working with default settings

Default settings for the Inspiration application control how new diagrams and outlines look, transfer and print. The default settings also control which symbol libraries appear on the Symbol palette and whether you have access to Inspiration online resources.

You can change the default settings for:

- Symbol libraries available on the Symbol palette
- Custom symbol libraries available on the Symbol palette
- Access to Inspiration online resources
- Symbols, links, notes and topics
- Transferring documents to a word processor
- Printing

Changing the default settings for the Inspiration program

When you change the default settings for the Inspiration application, the changes apply to all newly created diagrams and outlines from that point forward.

To change the default settings for the Inspiration application:

1. On the **Utility** menu, choose **Default Settings**.
2. Choose **Change**, then click **Next**.
3. In each dialog, change the settings you want, then click **Next**.
4. To save the changes, click **Finish**.

Note: The new default settings apply only to new diagrams and outlines you create. Any existing or currently open documents are not affected.

Selecting a new default template

When you start a new document in any view, Inspiration opens a new document that is based on the default template. When Inspiration comes from the factory, the default template is the Basic template. The Basic template is a general-purpose template for any type of document.

You can make any Inspiration template the default template. For example, you can create your own outline template, then select that template as the default template.

To select a new default template in Diagram View or Outline View:

1. On the **Utility** menu, choose **Default Settings**.
2. Choose **Select**, then click **Next**.
3. Open the folder that contains the template you want to use as the default template.

   Inspiration templates are commonly stored in the **Templates** folder inside the **Inspiration 8** folder.
4. Select the template, then click **Open**.

A new untitled document opens based on the default template you selected. All new documents will be based on the selected template. The Basic template remains in the Templates folder in case you want to use it as the default template in the future.

Restoring the factory default settings

When Inspiration is installed on your computer, it has default format settings for symbols, links, notes and topics. For example, the default setting for font is Times, and the default setting for text size is 12 point. If you change the default settings and later decide that you want to restore the factory default settings that came with Inspiration, you can do so.

To restore the factory default settings:

1. On the **Utility** menu, choose **Default Settings**.
2. Select **Reset**.
3. Click **Next**.

The factory default settings are restored.

Customizing the display

Moving the Main toolbar to the bottom of the window

You can move the Main toolbar to the bottom of the Inspiration window so it appears above the Formatting toolbar.

To move the Main toolbar to the bottom of the window:

- On the **View** menu, choose **Toolbar**, then select **Main Toolbar to Bottom**.

  The Main toolbar is displayed at the bottom of the window when a check appears next to **Main Toolbar to Bottom** on the **View > Toolbar** menu.

  –or–

  1. On the **Utility** menu, choose **Preferences**.
  2. Click **Display.**
  3. Select the **Main Toolbar to Bottom** checkbox.

     The Main toolbar is displayed at the bottom of the window when a check appears in the **Main Toolbar to Bottom** checkbox.

For more information about using Inspiration with a stylus-based system, see Using Inspiration with whiteboards and other stylus-based systems on page 194.

Showing or hiding the toolbars

- On the **View** menu, choose **Toolbar**, then select the toolbar you want to show or hide.

  Toolbars that are currently displayed have a check next to them on the **View > Toolbar** menu.

  –or–

  1. On the **Utility** menu, choose **Preferences**.
  2. Click **Display.**
  3. Select the check box for the toolbar.

A toolbar is displayed when a check appears in the toolbar checkbox.

Showing or hiding Tooltips

1. On the **Utility** menu, choose **Preferences**.
2. Click **Display**.
3. Select or clear the **Tooltips** checkbox.

When the Tooltips are displayed, a check appears in the **Tooltips** checkbox.

Showing or hiding the Symbol palette

➢ On the **View** menu, choose **Symbol Palette**.

The Symbol palette is displayed when a check appears next to **Symbol Palette** on the **View** menu.

–or–

1. On the **Utility** menu, choose **Preferences**.
2. Click **Display**.
3. Select the **Symbol Palette** checkbox.

The Symbol palette is displayed when a check appears in the **Symbol palette** checkbox.

Showing or hiding the rulers

➢ On the **View** menu, choose **Rulers**.

When the rulers are displayed, a check appears next to **Rulers** on the **View** menu.

Customizing keyboard operations

Setting the operation of the Return key (Mac OS) or Enter key (Windows)

You can set the operation of the Return key (Macintosh) or Enter key (Windows) in Outline View to fit the way you work.

To set the operation of the Return key (Mac OS) or Enter key (Windows) in Outline View:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. On the **Return (Enter) Key** menu, select one of the following:
   - **New Topic:** Press the **Return** key (Macintosh) or **Enter** key (Windows) to start a new topic.
   - **New Line:** Press the **Return** key (Macintosh) or **Enter** key (Windows) to start a new line.

To set the operation of the Enter key on the numeric key pad, see Setting the operation of the Enter key on the numeric key pad on page 175.

Setting the operation of the Tab key

You can set the operation of the Tab key in Outline View to fit the way you work.

To set the operation of the Tab key in Outline View:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. On the **Outline View Tab Key** menu, select one of the following:
   - **Move Right-Left**: Press the **Tab** key to move a topic to the right one level and press **Shift+Tab** to move a topic to the left one level.
   - **Standard Tab**: Press **Tab** to move text to the next tab stop.
   - **Next Topic:** Press **Tab** to move the cursor to the next topic.

Setting the operation of the Enter key on the numeric key pad

You can set the operation of the Enter key on the numeric key pad in Outline View to fit the way you work.

To set the operation of the Enter key on the numeric key pad in Outline View:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. On the **Enter Key** menu (Macintosh) or **10-key Enter** menu (Windows), select one of the following:
   - **New Topic**: Press the **Enter** key on the numeric key pad to start a new topic.
   - **New Line:** Press the **Enter** key on the numeric key pad to start a new line.

Turning access to online resources on or off

The Inspiration online resources include templates, symbols and training videos. The Online Access option in Preferences enables you to turn access to the online resources on or off.

To turn access to online resources on or off:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviors**.
3. Select the **Online Access** checkbox.

Online resources are available when a check appears in the **Online Access** checkbox.

Note: Access to online symbols can be disabled for individual templates using the **Sybmols...** dialog Template Wizard. For more information, see Creating a Template on page 135.

Customizing the font menu

If you are using Windows, you can specify which fonts you want to appear on the Inspiration Font menu. When Inspiration is installed on your computer, it automatically lists approximately 18 fonts in the Font menu. When you remove fonts from use in Inspiration, they remain available to other programs on your computer.

To specify the fonts on the Font menu (Windows):

1. On the **Utility** menu, choose **Preferences**.
2. Click **Keyboard**.
3. Click **Edit Font Menu**
4. To add a font to the **Font** menu, select it in the list, then click **Add**.
5. To remove a font from the **Font** menu, select it in the list, then click **Remove**.

   Note: You cannot remove fonts that are currently in use in an open document.
6. When you finish, click **OK**.

To return the Font menu to the default setting, click **Factory Settings**.

Customizing the color menu

You can specify the last 24 colors that are available on the Inspiration color menu.

To specify a color on the color menu:

1. On the **Effect** menu, choose **Customize Color Palette**.
2. Select a color that you want to change.
3. Click a **Color Picker** on the right side of the dialog. (Mac only)
4. Use the tools in the dialog to specify the new color, then click **OK**.

Setting the date and time format

You can set the format for the date and time that appears when you insert the date and time using the Paste Date command on the Edit menu.

To set the date and time format:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. On the **Date/Time Format** menu, select one of the following:
   - Short Date (12/9/05)
   - Long Date (Fri, December 9, 2005)
   - Short Date And Time (12/9/05 6:00 PM)

Setting the measurement units

You can set the measurement units for the rulers and the grid to inches or centimeters. The measurement units apply to outline layout, margins, the grid and headers and footers.

To set the measurement units:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. On the **Measurement Units** menu, select **Inches** or **Centimeters**.

Setting your preferred word processor

Your preferred word processor starts automatically when you transfer an Inspiration project using the Transfer tool. The Transfer tool can move Inspiration projects to Microsoft Word 95 or higher and AppleWorks 5 or higher.

To set your preferred word processor:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. On the **Preferred Word Processor** menu, select **Microsoft Word** or **AppleWorks**.

For more information about transferring work, see Transferring a document to a word processor on page 148.

Setting the Auto Save time

If your computer shuts down unexpectedly, Inspiration can recover the open documents using the files it automatically saves while you are working. You can specify how often you want Inspiration to automatically save open documents in case of a shut down.

To set the Auto Save time:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Formats and Units**.
3. In the **Auto Save** box, enter, in minutes, how often to save open documents.

Turning Stylus Mode on or off

Stylus Mode lets you use a stylus or pen to create symbols and enter text.

To turn Stylus Mode on or off:

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviors**.
3. Select or clear the **Stylus Mode** checkbox.

When Stylus Mode is on a check appears in the **Stylus Mode** checkbox.

For more information about using Inspiration with a stylus-based system, see About Inspiration and stylus-based systems on page 194.

Chapter 13: Reference

Using keyboard shortcuts

Keyboard shortcuts can save you time and make it easier to edit your documents. Some common commands, such as opening and closing documents and turning on the Listen tool, are the same no matter what type of document you are working on. Other commands are available only for a specific type of document. There are keyboard shortcuts for all Inspiration commands, including:

Using shortcut menus

Shortcut menus provide a list of commands pertaining to a screen region or selection. You can quickly carry out any command in Inspiration using a shortcut menu.

To display a shortcut menu:

- Hold down the **Control** key and click the **mouse** button (Macintosh) or click the **right mouse** button (Windows).

Shortcuts for common commands

To:	Macintosh	Windows
Open Starter screen	Command+N	Ctrl+N
Open new document	Command+Shift+N	Ctrl+Shift+N
Open existing document	Command+O	Ctrl+O
Close active window	Command+W	Ctrl+W
Minimize window (OS X & Windows only)	Command+M	Ctrl+M
Hide Inspiration (OS X only)	Command+H	
Hide other applications (OS X only)	Command+Option+H	
Symbol palette show/hide	Command+8	Ctrl+8
Toolbars show/hide	Command+Ctrl+T	Ctrl+Shift+T
Save current document	Command+S	Ctrl+S
Print	Command+P	Ctrl+P
Print preview	Command+;	Ctrl+;
Quit/Exit Inspiration	Command+Q	Ctrl+Q
		Alt+F4
Undo	Command+Z	Ctrl+Z
Redo	Command+Shift+Z	Ctrl+Shift+Z
Cut	Command+X	Ctrl+X
Copy	Command+C	Ctrl+C
		Ctrl+Insert
Paste	Command+V	Ctrl+V
		Shift+Insert
Paste Date	Command+0	Ctrl+0
Clear	Backspace or Delete	Backspace or Delete
Find	Command+F	Ctrl+F
Find next	Command+Shift+F	Ctrl+Shift+F
Spell check	Command+Shift+S	Ctrl+Shift+S
Help	Command+Shift+?	F1 or
		Ctrl+Shift+?

Shortcuts for viewing documents

To:	Macintosh	Windows
Switch between views	Command+T	Ctrl+T
Zoom in	Command+=	Ctrl+=
Zoom out	Command+-	Ctrl+-
Fit document to window (Diagram View only)	Command+E	Ctrl+E
Show specified number of levels	Command+Shift+8	Ctrl+Shift+8
Focus in on selected area of document while hiding other elements	Command+Shift+X	Ctrl+Shift+X
Focus out to show entire document	Command+Shift+Y	Ctrl+Shift+Y
Subtopics show/hide	Command+Shift+H	Ctrl+Shift+H

Shortcuts for using the Listen tool

To use these shortcuts, the Listen tool must be made available in Preferences.

To:	Macintosh	Windows
Turn Listen tool on/off	Command+Shift+D	Ctrl+Shift+D
Read text in current selection	Command+D	Ctrl+D

Shortcuts for selecting, editing and formatting text

Shortcuts for selecting text

When editing text, you can use these shortcuts to select text.

To:	Macintosh	Windows
Extend selection to beginning of topic	Command+Shift+Home	Ctrl+Shift+Home
Extend selection to end of topic	Command+Shift+End	Ctrl+Shift+End
Extend selection to beginning of line	Shift+Home	Shift+Home
Extend selection to end of line	Shift+End	Shift+End
Extend selection left one character	Shift+Left Arrow	Shift+Left Arrow
Extend selection right one character	Shift+Right Arrow	Shift+Right Arrow
Extend selection left one word	Command+Shift+Left Arrow	Ctrl+Shift+Left Arrow
Extend selection right one word	Command+Shift+Right Arrow	Ctrl+Shift+Right Arrow
Extend selection up one line	Shift+Up Arrow	Shift+Up Arrow
Extend selection down one line	Shift+Down Arrow	Shift+Down Arrow
Extend selection up one paragraph	Command+Shift+Up Arrow	Ctrl+Shift+Up Arrow
Extend selection down one paragraph	Command+Shift+Down Arrow	Ctrl+Shift+Down Arrow
End text editing	Esc or Shift+Return or Shift+Enter	Esc or Shift+Enter or Shift+10-Key Enter
Add a Tab character	Option+Tab	

Shortcuts for editing text

When editing text, you can use these shortcuts to move the insertion point in text.

To move the insertion point to:	Macintosh	Windows
Beginning of topic	Command+Home	Ctrl+Home
End of topic	Command+End	Ctrl+End
Beginning of line	Home	Home
End of line	End	End
Left one character	Left Arrow	Left Arrow
Right one character	Right Arrow	Right Arrow
Left one word	Command+Left Arrow	Ctrl+Left Arrow
Right one word	Command+Right	Ctrl+Right Arrow
Up one line	Up Arrow	Up Arrow
Down one line	Down Arrow	Down Arrow
Up one paragraph	Command+Up Arrow	Ctrl+Up Arrow
Down one paragraph	Command+Down Arrow	Ctrl+Down Arrow

To:	Macintosh	Windows
End text editing	Esc or Shift+Return or Shift+Enter	Esc or Shift+Enter or Shift+10-Key Enter
Add a Tab character	Option+Tab	
Split notes text and add text in front of the cursor to the topic text (Outline View only)	Command+E	Ctrl+E

Shortcuts for formatting text

To apply:	Macintosh	Windows
Plain	Command+Shift+P	Ctrl+Shift+P
Bold	Command+B	Ctrl+B
Italic	Command+I	Ctrl+I
Underline	Command+U	Ctrl+U
Left align	Command+Shift+L	Ctrl+Shift+L
Center align	Command+Shift+C	Ctrl+Shift+C
Right align	Command+Shift+R	Ctrl+Shift+R
Increase font size	Command+Shift+>	Ctrl+Shift+>
Decrease font size	Command+Shift+<	Ctrl+Shift+<
Superscript	Command+Shift+1 (OS X and later)	Ctrl+Shift+1
Subscript	Command+Shift+2 (OS X and later)	Ctrl+Shift+2
Original text style (Revert to Style)	Command+Shift+E	Ctrl+Shift+E

Shortcuts for inserting hyperlinks

To:	Macintosh	Windows
Insert hyperlink	Command+Shift+6	Ctrl+Shift+6

Shortcuts for working with notes

To:	Macintosh	Windows
Add a note to the selected symbol or topic	Command+Y	Ctrl+Y
Hide or show a note	Command+Y	Ctrl+Y
Resize note	Command+L	Ctrl+L
End text editing and select the note	Esc	Esc
Deselect note and select the note’s symbol or topic	Esc	Esc

Shortcuts for using the Symbol palette

To start:	Macintosh	Windows
Symbol search	Command+/	Ctrl+/

To display:	Macintosh	Windows
Next library on symbol palette	Command+.	Ctrl+.
Previous library on symbol palette	Command+,	Ctrl+,

To add:	Macintosh	Windows
Oval symbol	Command+1	Ctrl+1
Rectangle symbol	Command+2	Ctrl+2
Rounded rectangle symbol	Command+3	Ctrl+3
Text-only symbol	Command+4	Ctrl+4
Cloud symbol	Command+5	Ctrl+5
Custom strip symbol	Command+6	Ctrl+6

Shortcuts for navigating in Diagram View

You can use the following keyboard commands to move around in your document when you are not in text editing. When the grid is off, movements still occur relative to the grid height and width. For finer control when navigating, we recommend setting the grid height and width to .25 in (.64 cm).

To:	Macintosh	Windows
Scroll left one grid box	Command+Shift+Left Arrow	Command+Shift+Left Arrow
Scroll right one grid box	Command+Shift+Right Arrow	Command+Shift+Right Arrow
Scroll up one grid box	Command+Shift+Up Arrow	Command+Shift+Up Arrow
Scroll down one grid box	Command+Shift+Down Arrow	Command+Shift+Down Arrow
Scroll to top left	Command+Home	Ctrl+Home
Scroll to bottom right	Command+End	Ctrl+End
Scroll up one page	Page Up	Page Up
Scroll down one page	Page Down	Page Down
Scroll left one page	Command+Page Up or Control+ Left Arrow	Ctrl+Page Up
Scroll right one page	Command+Page Down or Control+Right Arrow	Ctrl+Page Down
Scroll to selection	Command+9	Ctrl+9
Move crosshair one grid box left	Command+Shift+Left Arrow	Ctrl+Shift+Left Arrow
Move crosshair one grid box right	Command+Shift+Right Arrow	Ctrl+Shift+Right Arrow
Move crosshair one grid box up	Command+Shift+Up Arrow	Ctrl+Shift+Up Arrow
Move crosshair one grid box down	Command+Shift+Down Arrow	Ctrl+Shift+Down Arrow

Shortcuts for selecting and moving objects in Diagram View

You can use the following keyboard commands to select objects in your document when you are not in text editing. When the grid is off, movements still occur relative to the grid width and height. To select objects such as links with the arrow keys, we recommend setting the grid width and height to .25 in (.64 cm).

To:	Macintosh	Windows
Select all objects	Command+A	Ctrl+A
Select this level	Command+Shift+A	Ctrl+Shift+A
Select first main idea	Home	Home
Select nearest symbol left	Shift+Left Arrow	Shift+Left Arrow
Select nearest symbol right	Shift+Right Arrow	Shift+Right Arrow
Select nearest symbol up	Shift+Up Arrow	Shift+Up Arrow
Select nearest symbol down	Shift+Down Arrow	Shift+Down Arrow
Nudge selected symbols left one pixel	Left Arrow	Left Arrow
Nudge selected symbols right one pixel	Right Arrow	Right Arrow
Nudge selected symbols up one pixel	Up Arrow	Up Arrow
Nudge selected symbols down one pixel	Down Arrow	Down Arrow
Move selected symbols left one grid box	Command+Shift+Left Arrow	Control+Shift+Left Arrow
Move select symbols right one grid box	Command+Shift+Right Arrow	Control+Shift+Right Arrow
Move selected symbols up one grid box	Command+Shift+Up Arrow	Control+Shift+Up Arrow
Move selected symbols down one grid box	Command+Shift+Down Arrow	Control+Shift+Down Arrow
Group selected diagram objects	Command+G	Ctrl+G
Arrange diagram	Command+7	Ctrl+7

Shortcuts for formatting objects in Diagram View

Set default look of symbols, links or notes	Command+J	Command+J
Apply default look to symbols, links or notes	Command+Shift+J	Ctrl+Shift+J
Resize note	Command+L	Ctrl+L
Paste symbol size	Command+Shift+V	Ctrl+Shift+V

Shortcuts for adding symbols in Diagram View

When a symbol is selected, these commands make new symbols in relationship to the selected symbol.

With a symbol selected:	**Macintosh**	**Windows**
Make a symbol to the left	Command+Left Arrow	Ctrl+Left Arrow
Make a symbol to the right	Command+Right Arrow	Ctrl+Right Arrow
Make a symbol above	Command+Up Arrow	Ctrl+Up Arrow
Make a symbol below	Command+Down Arrow	Ctrl+Down Arrow

With a symbol selected or when in text editing:	**Macintosh**	**Windows**
Turn on RapidFire™	Command+R	Ctrl+R
Create a new symbol where you click, linked to the currently selected symbol	Command+Click	Ctrl+Click

With no selection:	**Macintosh**	**Windows**
Select any open space (crosshair showing in workspace)	Type any text character	Type any text character

Shortcuts for adding links in Diagram View

To:	**Macintosh**	**Windows**
Turn Link tool on/off	Command+\	Ctrl+\
Move link target point when link tool is on	Arrow keys	Arrow keys
Select origin and target symbols when link tool is on	Return or Enter	Enter or 10-Key Enter

Shortcuts for navigating in Outline View

To:	Macintosh	Windows
Scroll to top	Command+Home	Ctrl+Home
Scroll to bottom	Command+End	Ctrl+End
Scroll to selection	Command+9	Ctrl+9

Shortcuts for selecting and moving topics in Outline View

In Outline View, if you select a topic instead of text, the keys have the following effect.

To:	Macintosh	Windows
Select all topics	Command+A	Ctrl+A
Select first main idea	Home	Home
Select subtopics	Command+Shift+M	Ctrl+Shift+M
Select this level	Command+Shift+A	Ctrl+Shift+A
Select previous topic	Up Arrow	Up Arrow
Select next topic	Down Arrow	Down Arrow
Select next topic above at same level	Command+Up Arrow	Ctrl+Up Arrow
Select next topic below at same level	Command+Down Arrow	Ctrl+Down Arrow
Select superior topic	Command+Left Arrow	Ctrl+Left Arrow
Select superior topic and hide	Command+Shift+Left Arrow	Ctrl+Shift+Left Arrow
Select inferior topic and show it	Command+Shift+Right Arrow	Ctrl+Shift+Right Arrow
Select inferior topic	Command+Right Arrow	Ctrl+Right Arrow
Move topic left (Move Left)	Command+L or Shift+Left Arrow	Ctrl+L or Shift+Left Arrow
Move topic right (Move Right)	Command+R or Shift+Right Arrow	Ctrl+R or Shift+Right Arrow
Move topic up (Flip Up)	Command+’ or Shift+Up Arrow	Ctrl+’ or Shift+Up Arrow
Move topic down (Flip Down)	Command+/ or Shift+Down Arrow	Ctrl+/ or Shift+Down Arrow
Promote subtopics	Command+[	Ctrl+[
Demote topics	Command+]	Ctrl+]
Split notes text and add text in front of the cursor to the topic text	Command+E	Ctrl+E

Shortcuts for adding topics in Outline View

To:	Macintosh	Windows
Add topic	Command+G	Ctrl+G
Insert subtopic	Command+K	Ctrl+K
Insert higher level topic	Command+J	Ctrl+J
Smart topic insert	Command+Shift+G	Ctrl+Shift+G
Split topic	Command+`	Ctrl+`
Split notes text and add text in front of the cursor to the topic text	Command+E	Ctrl+E

Transferring an outline from AlphaSmart to Inspiration

You can create outlines using the Inspiration Outliner SmartApplet and transfer them into Inspiration. You cannot transfer documents created in Inspiration to an AlphaSmart keyboard.

To transfer an outline from AlphaSmart to Inspiration:

1. Connect the AlphaSmart to the computer running Inspiration.
2. Start Inspiration and switch to Outline View.
3. Select the “Main Idea” text or click where you want to insert the AlphaSmart outline.
4. Press **Send** on the AlphaSmart keyboard to transfer the outline to Inspiration.

Chapter 14: Accessibility

Inspiration Software is committed to making its products easy for everyone to use. Inspiration contains features to help people with disabilities use the software successfully.

Increasing the visibility of your document

You can magnify a document to make text and symbols appear larger on the screen. For more information, see:

Magnifying or reducing the view of a diagram on page 42

Magnifying or reducing the view of an outline on page 101

You can make the default symbol size larger. You can also make the default text size larger. For more information, see Changing the default settings for the Inspiration program on page 171.

You can select the default colors for symbols and text. For more information, see

Changing the defaults of your current diagram on page 86

Changing the defaults in your current outline on page 119

Changing the default settings for the Inspiration program on page 171

Enhancements for hearing-impaired users

The Talking Interface reads the text in menus, toolbars and dialog boxes. You can use the Listen tool to read the text in a document. For more information, see:

Automatically read text in program menus and buttons on page 126

Listening to ideas in a document on page 126

Other accessibility enhancements

You can use the keyboard to do many tasks. For more information, see Using keyboard shortcuts on page 179

Inspiration supports your operating system’s accessibility options. These options include Sticky Keys and Mouse Keys.

Appendix A: Moving Inspiration documents to and from a handheld device

You can sync to move Inspiration documents to handheld devices running Inspiration® for Palm OS® or Inspiration for Pocket PC. You can also open documents created on a handheld in Inspiration.

Note: Inspiration features supporting the use of handheld devices are only available in Mac OS X (or later).

Opening a handheld document in Inspiration

Inspiration 8 can open documents created on Inspiration for Handhelds.

To open a document created on Inspiration for Handhelds:

1. Follow the syncing procedure for your handheld.
2. On the desktop computer, start Inspiration 8 (or later).
3. On the **File** menu, point to **Handheld**, then select **Open from Sync**.

   The **Open Handheld Document: Inspiration** dialog box appears.
4. On the **From** menu, select the handheld where you created the document you want to open.

   If multiple handhelds have been synced, each appears in the list.
5. To open the document, select it in the list, then click **Open**.

Moving an Inspiration document to a handheld

Inspiration 8 can save documents for use on Inspiration for Handhelds.

To save a document for use on Inspiration for Handhelds:

1. Open the Inspiration document you want to move to a handheld.
2. On the **File** menu, point to **Handheld**, then select **Save for Sync**.

   The **Save for Sync** dialog box appears.
3. In the list, select the handhelds to which you want to move the document.
   - To move the document to handhelds that have not yet been synced to this desktop, select **New Handhelds**.
   - To select all handhelds, click the **Select All** button.
4. Choose a format for the document.
   - To save the file as an Inspiration document, choose **Document**.
   - To save the file as an Inspiration template, choose **Template**.
5. In the **Save As** box, the name of the document appears.

   You can enter a different name for the document.
6. Click **Save**.
7. Follow the syncing procedure for your handheld (or handhelds).

On the handheld, start Inspiration. On the **File** menu, choose **Open** and select the document in the list.

Appendix B: Using Inspiration with whiteboards and other stylus-based systems

You can use Inspiration with stylus-based systems, such as interactive electronic whiteboards like SMART Board™ or Promethean® ACTIVboard® whiteboards, Tablet PCs and Wacom® tablets.

Inspiration is designed to take full advantage of these stylus-based systems. You can use the stylus to create symbols and links. Inspiration even recognizes text written with the stylus.

Note: Inspiration features supporting the use of whiteboards, stylus-based systems and handwriting recognition are only available in Mac OS X (or later).

Using the stylus to create symbols

You can use the stylus to create symbols. Inspiration recognizes a variety of symbol shapes, including circle, oval, square, rectangle and diamond.

To create a symbol with the stylus:

1. On the **Utility** menu, choose **Preferences**.
2. Click **behaviors**.
3. Select the **Stylus Mode** checkbox, then click **OK**.
4. In the workspace, draw a shape. Inspiration recognizes circles, ovals, squares, rectangles and diamonds.

Moving tools to the bottom of the whiteboard

When using Inspiration with interactive electronic whiteboards, you may want to move the Main toolbar to the bottom of the window. This ensures that the tools needed to create diagrams and outlines are easily accessible.

To move the Main toolbar to the bottom of the window:

- On the **View** menu, choose **Toolbar**, then select **Main Toolbar to Bottom**.

  The Main toolbar is displayed at the bottom of the window when a check appears next to **Main Toolbar to Bottom** on the **View** > **Toolbar** menu.

About entering text with the stylus or pen

You can use the stylus or pen to enter text in Inspiration.

Tip: When using the stylus or pen to write text, you will also want to use the stylus to accomplish cursor actions, such as creating symbols and links, using the Inspiration toolbars and Symbol palette and accessing the menus.
In general, stylus strokes initiated immediately after placing the stylus or pen down are taken as handwriting. Stylus strokes initiated after a delay after placing the stylus or pen down are taken as cursor control. This delay can be changed by the user at the system level. You may want to experiment with different settings to see what feels the most natural to you.

Enabling handwriting recognition in Inspiration

1. On the **Utility** menu, choose **Preferences**.
2. Click **Behaviors**.
3. Select the **Stylus Mode** checkbox, then click **OK**.

Using handwriting recognition on OS X

When using an ACTIVboard or SMART Board interactive whiteboard or a Wacom tablet in conjunction with Inspiration running on OS X, handwriting recognition is accomplished through the native capabilities of OS X, called Inkwell®.

Note: The Inkwell driver must be installed separately. Please refer to the documentation that came with your device for installation information.

Recommended Inkwell settings

1. On the **Apple** menu, select **System Preferences**.
2. Select **Ink**.
3. Turn **Handwriting Recognition** on.
4. Turn **Allow me to write anywhere** off.

   Note: Use the Pen icon in the menu bar to turn this setting on or off depending on your preferred text entry method.
5. Turn **Show Ink window** on
6. Turn **Show Ink in menu bar** on.

Basic use

Inkwell supports two modes: Write Anywhere and Ink Pad. Use the Pen icon in the menu bar to toggle between these two modes. In Write Anywhere mode, yellow notebook paper appears under the pen as you write. In the Ink Pad, handwriting is recognized only in the Ink Pad. Write your text and then click **Send** to enter your text in the document.

Using handwriting recognition on Windows

Inspiration 8 running on a Windows computer is fully integrated with the software and programs available for Promethean ACTIVboard and SMART Board interactive whiteboards and Tablet PCs.

Promethean ACTIVboard

Recommended settings

Verify that Handwriting Recognition is enabled for the current user. Please refer to the ACTIVstudio documentation for more information.

Basic use

1. Start ACTIVstudio (or ACTIVprimary) and click the handwriting button on the tools palette to display the handwriting control palette.
2. In the handwriting control palette, click the button to toggle between handwriting mode and mouse mode.
   - Use handwriting mode to enter text.
   - Use mouse mode to create symbols and use Inspiration tools.

Showing or hiding the Handwriting Area

If you are using a Promethean ACTIVboard in conjunction with Inspiration running on a Windows computer, you can use the Handwriting Area to enter text.

To show or hide the Handwriting Area:

1. Make sure the ACTIVboard is connected to your computer.
2. Start Inspiration.
3. On the **Utility** menu, choose **Preferences**.
4. Click **behaviors**.
5. Select the **Stylus Mode** checkbox, then click **OK**.
6. On the **Formatting** toolbar, click the **Handwriting Area** button.

SMART Board

You can use one of two modes on the SMART Board to write text: the Writing Pad or the Floating Tools palette. The Writing Pad is the recommended method for entering text.

The Writing Pad is displayed by pressing the Keyboard button on the SMART Board tray. Press the Write/Keyboard button to toggle between the Writing Pad and the Keyboard. When the Writing Pad is displayed, use the stylus to write your text in the writing area. When the Keyboard is displayed, text can be entered directly from the keyboard.

Tablet PC

Recommended settings

Inspiration and the Tablet PC are fully compatible. You should not need to change any settings on your Tablet PC to access handwriting or shape recognition in Inspiration.

Basic use

1. Tap the Tablet PC Input Panel button on the Task bar to access the text entry area.
2. In the Input Panel, tap the **Writing Pad** button to open the handwriting area. When you are finished writing your text, tap **Insert** to enter your text into the Inspiration document.

   –or–

   Access the on-screen keyboard by tapping the **On-Screen Keyboard** button. Tap your text on the keyboard to automatically add it to your Inspiration document.

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